

OneUSG Connect Training for Managers

STAFF POSTINGS: For any questions, please contact Kelly Pike or Maisie Kocher in Human Resources at 678-466-4230 or by email at KellyPike@clayton.edu or MaisieKocher@clayton.edu.

FACULTY POSTINGS: For any questions, please contact Tammy Wilson at 678-466-4102 or by email at TammyWilson@clayton.edu.



Benefits

- ❑ Managers will be able to create job openings in the Careers Module
- ❑ Managers will gain an understanding of applicant dispositions
- ❑ Managers will be able to review the status of applicants in the Human Capital Management (HCM) software system



Careers: Manager Training

Careers Fundamentals



What's Changing (Most Everything)



PeopleAdmin



What is the Careers Module?

- The Careers Module is an applicant tracking system (ATS) within OneUSG Connect
- The Careers Module is replacing our current ATS for position management and job postings



Careers Module Functions

- Create and Manage Job Openings
- Manage Applicant Information
- Manage Job Postings
- Screen Applicants
- Manage Applicant Interviews Schedule
- Manage Interviewed Candidate Evaluations

