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.
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)
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