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.
Managing Applicants
Applications

- Once jobs have been posted, applicants may submit applications.
- Hiring Managers, Search Committee Members, and Recruiters (HR) will have access to review applications.
- Only Hiring Managers, Committee Chairs and HR may transition applicants.
- Subject to Open Records.
<table>
<thead>
<tr>
<th>Applied</th>
<th>Reviewed</th>
<th>Interview</th>
<th>Offer</th>
<th>Hired</th>
<th>Reject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Schoonover</td>
<td>Sarah Schoonover</td>
<td>Sarah Schoonover</td>
<td>Ben Watson</td>
<td>Ben Watson</td>
<td>Sarah Schoonover</td>
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<tr>
<td>Jim Smith</td>
<td>Jim Smith</td>
<td>Derick Moore</td>
<td></td>
<td></td>
<td>Jim Smith</td>
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<tr>
<td>Sue Allen</td>
<td>Sue Allen</td>
<td>Ben Watson</td>
<td></td>
<td></td>
<td>Sue Allen</td>
</tr>
<tr>
<td>Elizabeth Dandridge</td>
<td>Elizabeth Dandridge</td>
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<td>Elizabeth Dandridge</td>
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<tr>
<td>Ben Watson</td>
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<tr>
<td>Derick Moore</td>
<td>Derick Moore</td>
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<td>Derick Moore</td>
</tr>
<tr>
<td>Sandra Bailey</td>
<td>Sandra Bailey</td>
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<td></td>
<td>Sandra Bailey</td>
</tr>
</tbody>
</table>
The banner above all applicants shows applicant dispositions and the number of candidates in each state.

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Applicant ID</th>
<th>Type</th>
<th>Disposition</th>
<th>Application</th>
<th>Resume</th>
<th>Mark Reviewed</th>
<th>Route</th>
<th>Interview</th>
<th>Reject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Duncan</td>
<td>1163</td>
<td>External</td>
<td>Applied</td>
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<tr>
<td>Mark Gross</td>
<td>1158</td>
<td>External</td>
<td>Applied</td>
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</tr>
</tbody>
</table>
Applied

- This is the initial status for applicants.
- If an applicant applies and fails online screening, then they will be moved to the “Reject”
Best Practice

Applicants should be moved to review before they are rejected.
When a candidate has been reviewed by the hiring manager or recruiter, they should be transitioned to “Reviewed”

- **Predecessor:**
  - Applied

- **Successors:**
  - Interview
When a candidate is asked to participate in either a phone or onsite interview, move them to the “Interview” state

- **Predecessors:**
  - Reviewed

- **Successor:**
  - Offer
  - Reject
### Interview Schedule

<table>
<thead>
<tr>
<th>Job Opening ID</th>
<th>1001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Opening Status</td>
<td>010 Open</td>
</tr>
<tr>
<td>Submitted</td>
<td>No</td>
</tr>
<tr>
<td>Business Unit</td>
<td>98000 (Board of Regents)</td>
</tr>
<tr>
<td>Job Posting Title</td>
<td>Training Job Opening (Fake Posting)</td>
</tr>
<tr>
<td>Position Number</td>
<td>10008067 (Academic Program Director)</td>
</tr>
</tbody>
</table>

#### Tester Michael Smith

**Applicant ID**: 1001  
**Applicant Type**: External Applicant  
**Preferred Contact**: Not Specified

#### Interview 1 - Date Not Entered

- **Date**: [DD/MM/YYYY]
- **Start Time**: [
- **End Time**: [
- **Time Zone**: EST

#### Interview 2 - Date Not Entered

- **Date**: [DD/MM/YYYY]
- **Start Time**: [
- **End Time**: [
- **Time Zone**: EST

#### Search Committee

<table>
<thead>
<tr>
<th>Interviewer ID</th>
<th>Interviewer Name</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Response</th>
<th>Comments</th>
<th>Availability</th>
<th>Notify</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

#### Venue Information

<table>
<thead>
<tr>
<th>Venue</th>
<th>Response</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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254 characters remaining
Schedule Interview

Interview Schedule
- Provide date, start time, and end time of the interview
Schedule Interview

Interview Type

- **Campus/Onsite**
  - Interview conducted onsite

- **Phone**
  - Interview conducted via telephone

- **Skype/Web-based**
  - Interview conducted through the internet
Notify Applicant
• Checking this box will notify the applicant when the interview is scheduled

Notify Interview Team
• This will notify all interviewers/search committee members listed below
Search Committee and Interviewers

- List all participants in the interview
- This will remain on the job opening
Venues (not required)

- Select the appropriate recruiting location from the list of venues
- The institution address will populate in the location field
- Data entered into the location field will be sent to applicants, if the notify applicants box is checked
Once the interview information has been entered, use the **Submit** button to proceed.
Applicants not selected for the position should be marked as rejected.

The system will reject all applicants if not statused at the time of selected candidates Hire row being added.
• Managers can click on the print icon to generate .pdf documents
• Managers cannot print applications in bulk
Group Actions allow managers to transition multiple candidates in a single action.

- Managers can perform the following group actions:
  - Reviewed
  - Reject