



OFFICE OF HUMAN RESOURCES CAREERS & FACULTY SEARCH OVERVIEW

STRATEGY

ENGAGEMENT

SERVICE

CAREERS IS COMING!

- OneUSG Careers GO LIVE - **February 1**
- Serves as the Applicant Tracking System (ATS) for UWG recruiting activities.
- Performs EO/AA applicant data collection.
- HR will oversee/administer most recruiting actions in Careers.
- HR is the primary source of faculty search records and reporting.

FACULTY SEARCH STRATEGY

- Streamline HR Talent Services
- Search Committee Training redesign
 - HR to host quarterly and upon request.
- *New* Search Committee Member Form
- Introducing **Equity Advisor** role
- Initiating **Approval of Pool** process
 - HR will review and certify applicant/finalist pool.

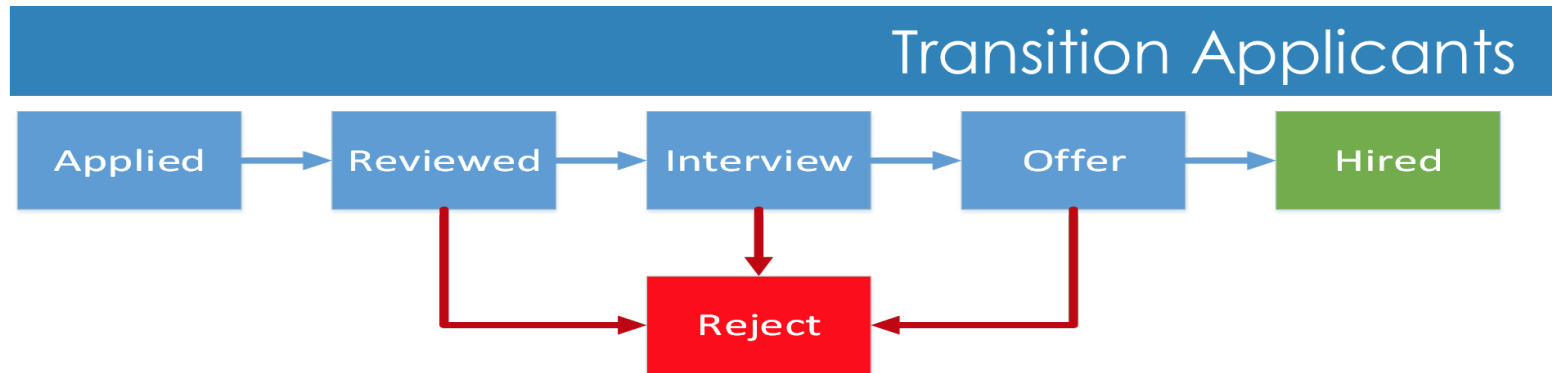
RESOURCES

- Faculty Search Committee Guide
- Conducting Inclusive Searches Guide
- Virtual “Refresher” Search Committee Training - **TBA**
- Search Committee Form
- Cumulative Selection Matrix
- Interview Questions to Avoid Guide
- Faculty Interview Questionnaire Guide
- Approval of Pool Form

CAREERS SYSTEM REVIEW

- Comprehensive Applicant Tracking System
- Manages the entire lifecycle of recruiting
- Single source for applicant data, job postings, recruitment activities, search committee activities, interview scheduling, and candidate evaluations








APPLICANT PROCESS



Applied	Reviewed	Interview	Offer	Hired	Reject
Sarah Schoonover	Sarah Schoonover	Sarah Schoonover	Ben Watson	Ben Watson	Sarah Schoonover
Jim Smith	Jim Smith	Derick Moore			Jim Smith
Sue Allen	Sue Allen	Ben Watson			Sue Allen
Elizabeth Dandridge	Elizabeth Dandridge				Elizabeth Dandridge
Ben Watson	Ben Watson				Derick Moore
Derick Moore	Derick Moore				Sandra Bailey
Sandra Bailey	Sandra Bailey				

RECRUITING DASHBOARD

▼ Recruiting Self Service

Recruiting Activities 	Confirm Referral 	Routing Response 
Search Job Openings 	Interview Evaluations 	Approvals  45
Apply For Jobs 		

SEARCH COMMITTEE DASHBOARD

Job Opening ID 220291
Job Posting Title Admin Support Senior
Job Code 505X00 (Office/Clerical Lead)
Position Number 10044881 (Office/Clerical Lead)

Status 010 Open
Business Unit 54000 (University of West Georgia)
Department 1038000 (Enrollment Services Center)

- Applicants
- Activity & Attachments
- Details

All (1)	Applied (1)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
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Applicants [?]

								1-1 of 1			View All
Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Print			
<input type="checkbox"/>	Tester10 Michael Smith	1134	External	Linked					Other Actions		

Select All Deselect All ▼ Group Actions

