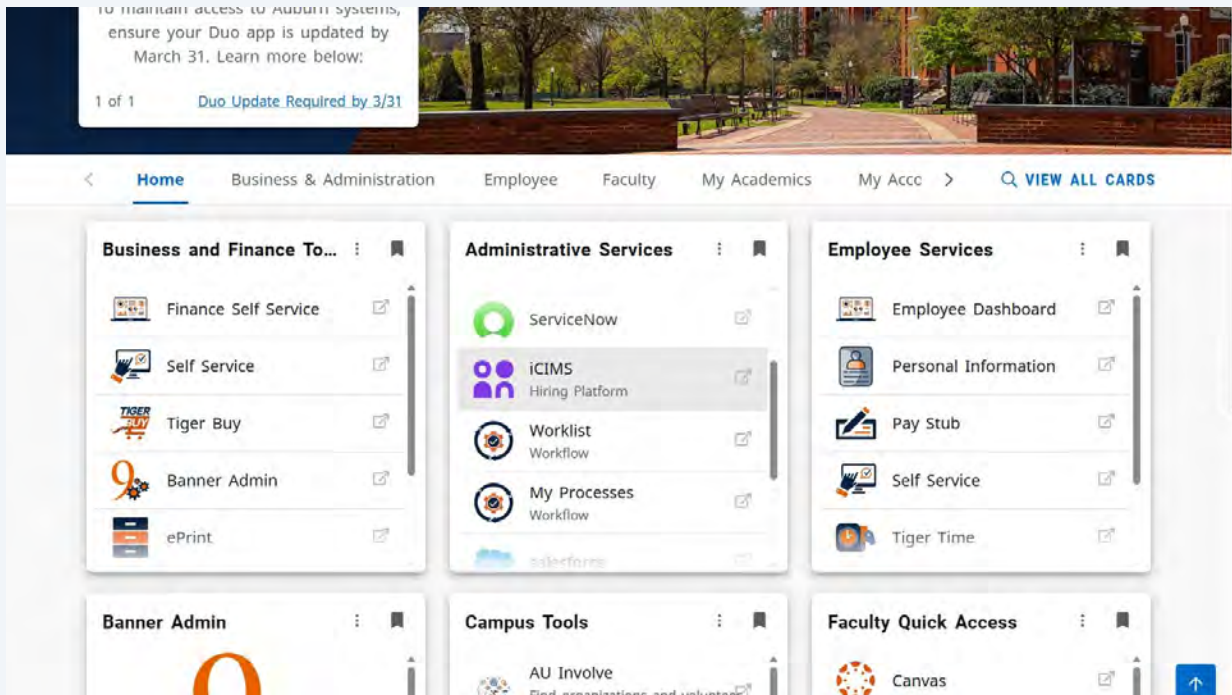


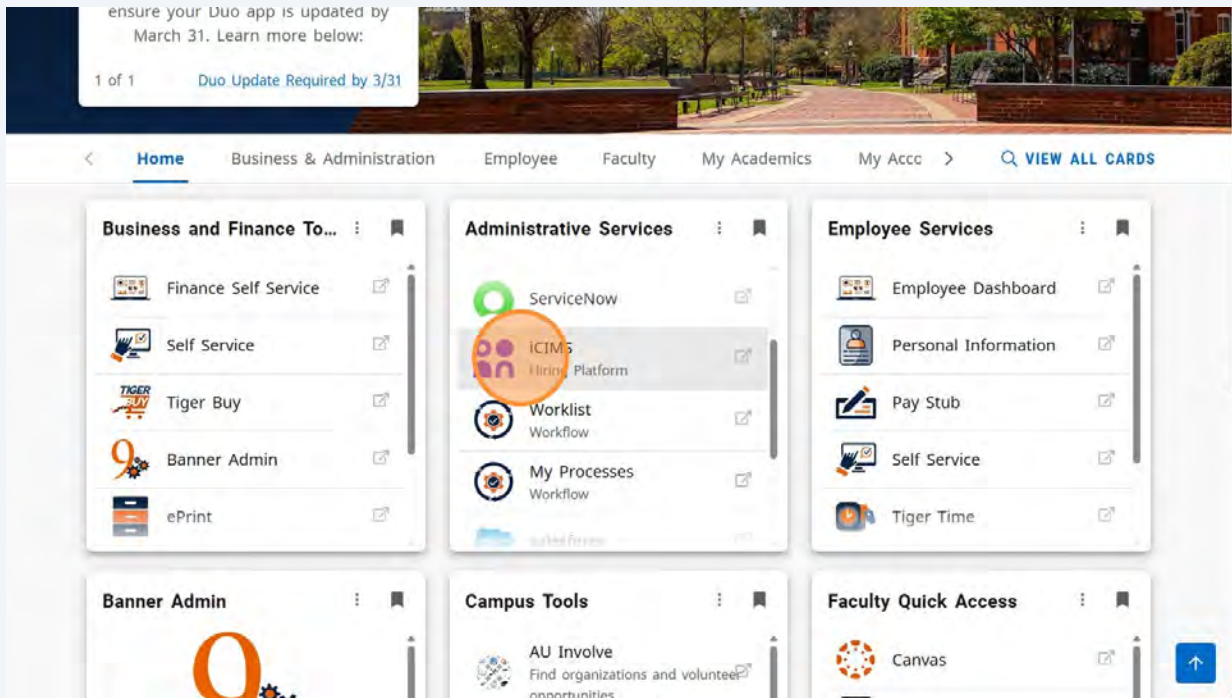
Faculty Hiring Workflow in iCIMS

This guide details the steps to create, approve, and extend an offer to a faculty candidate in iCIMS.

1 Navigate to AU Access.



2 Click the iCIMS Hiring Platform icon.



3 From your Dashboard, click the applicable Job ID.

Jobs I Supervise

[New Hires Starting This Week](#)
No Results

[Active Jobs](#)

Job ID	Job Title	Associated Division : External ID	Associate Division : Name
2026-7825	Associate Provost for Institutional Effectiveness	157	Provost & SeniorVP Academic Affairs
2026-8117	AMANDA IS TESTING	157	Provost & SeniorVP Academic Affairs
2026-8357	Lecturer or Senior Lecturer FOR TRAINING PURPOSES ONLY	157	Provost & SeniorVP Academic Affairs

[Closed Jobs](#)
No Results

- 8 Contingent Offer
- 3 Pending Contingencies
- 0 Contingencies Verified
- 0 Offer Extended
- 2 Onboarding Assigned
- 0 Records Final Review
- 1 Hired
- 1 Records Initial Review
- 2 Research Security Review

This dashboard serves as your workspace to oversee recruitment workflows, review recruitment support departments through lifecycle. Use the tools and to ensure timely, compliant hiring across campus.

[Auburn iCIMS Training](#)

[Non-Faculty Request](#)

iCIMS Community & Knowledge Articles

The iCIMS Community is a space for iCIMS experts, our partners to get support, share and collaborate.

[iCIMS Knowledge Base Articles](#)
resources like release notes, and quick guide

Needs Attention

Needs Attention ar

Entering Reasons for Selection/Non-Selection

4

Click "Candidates" tab to see the names and materials for each candidate that applied to the job.

The screenshot shows the 'icims' interface for a job titled 'Lecturer or Senior Lecturer (FOR TR...)' with ID 2026-8357. The 'Candidates' tab is highlighted. A progress bar shows 0 Initial Review, 2 Screening (2 TOTAL), 0 Interview, 0 Offer, 0 Hired, and 0 Withdraw. The 'Job Approvals' section shows a green checkmark for 'Job Approved' and a specific approval by Amanda Malone on 3/25/2026. The 'Job Posting' section displays a 'Job not posted' message with a 'POST JOB' button. The 'Job Details' section shows a 'Full-Time' position with a salary range of USD \$40,000.00 - USD \$50,000.00 Yr., 1 day since first approved, and 2 new candidates. The top source is listed as 'Submitted by User'.

5

To disposition (remove from consideration) candidates, click the box to the left of their name.

The screenshot shows the 'Candidates' tab for the same job. A sidebar on the left lists 'All Candidates' (2) and 'Applicant Review Phase' (2). The main area shows a table of candidates. The first candidate, Birdie Wing, is highlighted, and the checkbox to her left is circled in orange. The second candidate is Huck Finn-TEST. Both candidates have a status of 'Search Committee Review' and were reviewed 2 minutes ago.

	Name	Status	Reference Status	Time Since Action	Time Since Application				
<input type="checkbox"/>	Birdie Wing	Search Committee Review		2 minutes ago	2 minutes ago	?	?	0/0	
<input type="checkbox"/>	Huck Finn-TEST	Search Committee Review		2 minutes ago	2 minutes ago	?	?	0/0	

6 Click "Reject"

The screenshot shows a recruitment system interface for a job titled "Senior Lecturer (FOR TR...)". The interface includes a top navigation bar with "Person" and "Quick search..." fields. Below the navigation bar, there are tabs for "Candidates", "Detail", "Description", "Questions", "Approval", "Postings", "Source", and "iForms (Job)". The main content area displays a table of candidates under the heading "ALL CANDIDATES (2)". The table has columns for "Name", "Status", "Reference Status", "Time Since Action", "Time Since Application", and "Foreign National". Two candidates are listed: "Birdie Wing" and "Huck Finn-TEST". The "REJECT (1)" button is highlighted with an orange circle.

	Name	Status	Reference Status	Time Since Action	Time Since Application	Foreign National
<input checked="" type="checkbox"/>	Birdie Wing	Search Committee Review		2 minutes ago	2 minutes ago	
<input type="checkbox"/>	Huck Finn-TEST	Search Committee Review		2 minutes ago	2 minutes ago	

7 Select the applicable reason this candidate is being removed from consideration.

The screenshot shows the same recruitment system interface as in step 6, but with the "Reject Birdie Wing" dialog box open. The dialog box lists several reasons for rejection, with "Does not meet minimum qualifications" highlighted by an orange circle. The reasons listed are:

- Dispositioned Candidates
- Does not meet minimum qualifications
- Interviewed/Not Selected
- Entrance criteria not met Available to candidates in Offer.
- Offer Rescinded
- No Show
- Candidate Withdrew
- Self-Withdrew (Recruiter)

8

Select the applicable job-related reason this candidate is being removed from consideration from the dropdown.

Disposition

You have chosen to reject the selected candidate(s).

Reason Reject - Compared to selected candidates, teaching experience is

Send a delayed email notice to this candidate in 25 hours at 3/26/2026 4:47 PM (as per Delay Settings).

9

When the candidate has been selected for hire, click their name from the list of Candidates.

< Lecturer or Senior Lecturer (FOR TR... Approved # 2026-8357 Auburn University, Alaba... Hiring Manager: Amanda Malone | malonad...

Overview Candidates Detail Description Questions Approval Postings Source iForms (Job)











All Candidates 2

> Applicant Review Phase 1

> Dispositioned Candidates 1

UNPIN FROM SIDEBAR

ALL CANDIDATES (2) EDIT TABLE

<input type="checkbox"/>	Name	Status	Reference Status	Time Since Action	Time Since Application				
<input type="checkbox"/>	 Birdie Wing	Interviewed/Not Selected		38 seconds ago	5 minutes ago			 0/0	
<input type="checkbox"/>	 Huck Finn: TEST	Search Committee Review		5 minutes ago	5 minutes ago			 0/0	

10 Click the "Notes" tab.

The screenshot shows the icims interface for candidate Huck Finn-TEST. The 'Notes' tab is highlighted with an orange circle. The page displays contact information, application status (Screening), and a resume for Dr. Ross E. Geller. The resume content is as follows:

Dr. Ross E. Geller
New York, NY | ross.geller@paleontology.net | (212) 555-1994 | LinkedIn: linkedin.com/in/rossgeller
Professional Summary
Passionate and detail-oriented paleontologist with over a decade of academic and museum experier
Education

11 Click "Leave a Note" to type the job-related reason this candidate is selected for hire.

The screenshot shows the icims interface for candidate Huck Finn-TEST. The 'Notes' tab is selected, and the 'LEAVE A NOTE' button is highlighted with an orange circle. The page shows a large empty text area for adding notes. The text "There are no notes." is displayed at the bottom of the page.



Tip! When leaving a note, please ensure the This Job Only is active. (see below)

12

Click the "This Job Only" field.

The screenshot displays a job application system interface. At the top, there is a navigation bar with options like 'ate', 'Search', 'Library', and 'Other'. Below this, a search bar and a 'Person' dropdown are visible. The main content area shows job details for '1-TEST' with a candidate status of 'Cand:Active'. The job title is 'Senior Lecturer (FOR TRAINING)' and the location is 'Auburn University, Alabama US'. The hiring manager is 'Amanda Malone | malonad@auburn.edu'. There are 'REJECT' and 'ADVANCE' buttons. A navigation menu includes 'Screen', 'Offer Details', 'Offer Approval', 'Offer', 'Drug Screen/Physical Status', 'Messages', 'Feedback', 'Applicant Materials', and 'More'. The 'NOTE' section is highlighted, showing a toggle for 'Only Mine' and 'This Job Only'. The 'This Job Only' toggle is circled in orange. Below the note field, there is a blue icon of a document with a checkmark and the text 'There are no notes.'

13 Click "Save"

or Senior Lecturer (FOR TRAINI... # 2026-8357 Auburn University, Alabama US Hiring Manager: Amanda Malone | malonad@auburn.edu

REJECT ADVANCE

Screen Offer Details Offer Approval Offer Drug Screen/Physical Status Messages Feedback Applicant Materials More

NOTE Only Mine This Job Only


r Selection

nal

excellent teaching evaluations from his prior institution.

6:03:48 PM Amanda Malone | Lecturer or Senior Lecturer (FOR TRAINING PURPOSES ONLY) (2026-8357)

CANCEL SAVE



There are no notes.

Begin the Offer

14 Navigate to the Job Profile from the Dashboard or by clicking the Job Title from a Candidate Profile.

icims Create Search Library Other Person Quick search...

Huck Finn-TEST Cand:Active # 21446 Paleontologist, New Yo... New York, New York US

Lecturer or Senior Lecturer (FOR TRAINI... # 2026-8357 Auburn University, Alabama US Hiring Manager: Amanda Malone | malonad@auburn.edu

Overview Notes Screen Offer Details Offer Approval Offer Drug Screen/Physical Status Messages Feedback Applicant Materials More

LEAVE A NOTE Only Mine This

Reason for Selection

Huck has excellent teaching evaluations from his prior institution.

3/25/2026 3:49 PM | Amanda Malone | Lecturer or Senior Lecturer (FOR TRAINING PURPOSES ONLY) (2026-8357)

15 Click the "Detail" tab.

16 Based on the candidate selected for hire, confirm that appropriate background check package and billing code are selected. "Auburn Univ - HR Faculty" will connect the Background Check with your unit.

17 Click the "Candidates" tab.

The screenshot shows the iCIMS interface for a job posting titled "Lecturer or Senior Lecturer (FOR TR...". The breadcrumb trail includes "Approved", "2026-8357", "Auburn University, Alaba...", and "Hiring Manager: Amanda Malone | malonad...". The navigation tabs are "Overview", "Candidates", "Detail", "Description", "Questions", "Approval", "Postings", "Source", and "iForms (Job)". The "Candidates" tab is highlighted with an orange circle. Below the tabs, the "Detail" section is visible, containing fields for "Approved", "FACULTY JOBS - Job Description (For Approval) [Long Ad]", and "FACULTY JOBS - Job Description (For Approval) [Short Ad]". A "Screening" section is also present with dropdown menus for "Reference Check Survey" (set to "Lecturer") and "Billing Code" (with options "1197-155 Auburn Univ - HR Faculty, Provost & Academic Affairs" and "SS (Faculty) Provost & SeniorVP Academic Affairs").

18 Click this checkbox to the left of the candidate that is selected for hire.

The screenshot shows the iCIMS interface for the same job posting, but with the "Candidates" tab selected. The breadcrumb trail and navigation tabs are the same as in the previous screenshot. On the left, a sidebar shows "All Candidates" (2), "Applicant Review Phase" (1), and "Dispositioned Candidates" (1). The main area displays a table of candidates under the heading "ALL CANDIDATES (2)". The table has columns for "Name", "Status", "Reference Status", "Time Since Action", and "Time Since Application". Two candidates are listed: "Birdie Wing" (Interviewed/Not Selected) and "Huck Finn-TEST" (Search Committee Review). The checkbox in the first column of the "Huck Finn-TEST" row is highlighted with an orange circle. The "Huck Finn-TEST" candidate's status is "Search Committee Review", and their "Time Since Action" is "8 minutes ago".

<input type="checkbox"/>	Name	Status	Reference Status	Time Since Action	Time Since Application				
<input type="checkbox"/>	Birdie Wing	Interviewed/Not Selected		3 minutes ago	8 minutes ago	?	?	0/0	
<input checked="" type="checkbox"/>	Huck Finn-TEST	Search Committee Review		8 minutes ago	8 minutes ago	?	?	0/0	

19 Click "Advance"

The screenshot shows a recruitment system interface for a job titled "Senior Lecturer (FOR TR...". The interface includes a navigation bar with "Person" and a search bar. Below the navigation bar, there are tabs for "Candidates", "Detail", "Description", "Questions", "Approval", "Postings", "Source", and "iForms (Job)". The main area displays a table of candidates with columns for Name, Status, Reference Status, Time Since Action, Time Since Application, and Foreign Nation. Two candidates are listed: Birdie Wing (Interviewed/Not Selected) and Huck Finn-TEST (Search Committee Review). The "Advance (1)" button is highlighted with an orange circle.

Name	Status	Reference Status	Time Since Action	Time Since Application	Foreign Nation
Birdie Wing	Interviewed/Not Selected		3 minutes ago	8 minutes ago	
Huck Finn-TEST	Search Committee Review		8 minutes ago	8 minutes ago	

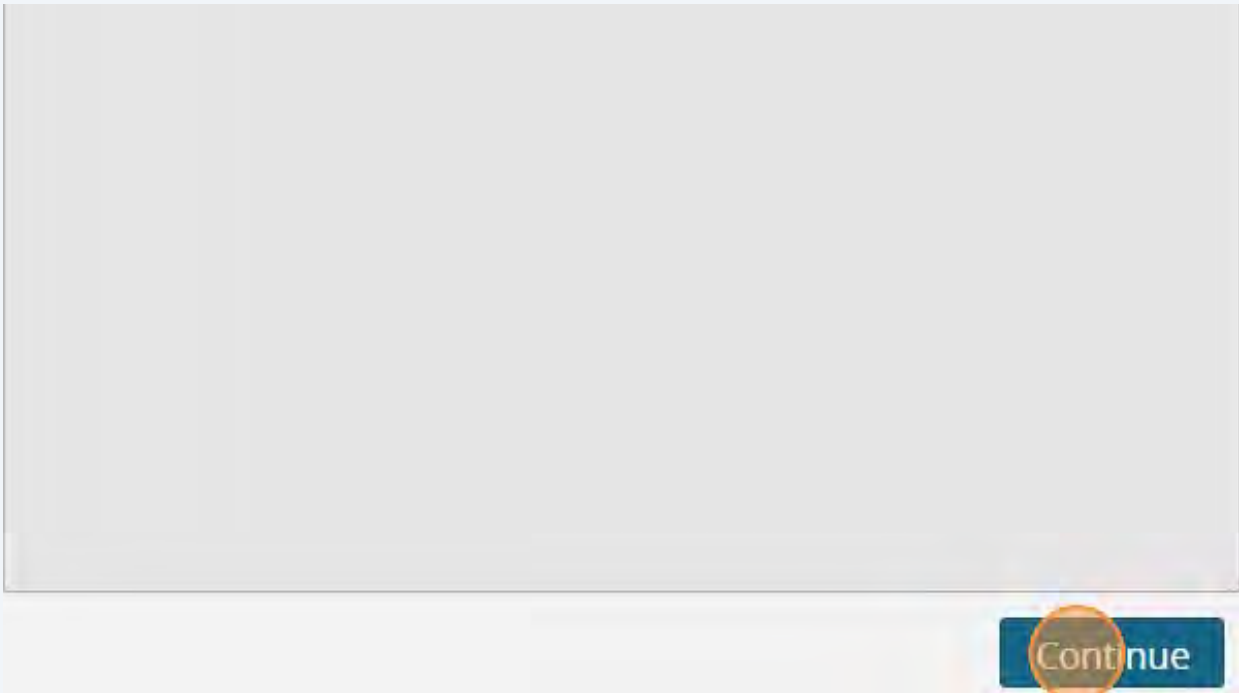
20 Choose Selected for Hire from the list.

The screenshot shows the same recruitment system interface as in step 19, but with a modal window open. The modal window displays a list of options for the selected candidate, including "Interview Phase", "Interview Scheduler", "Interview Scheduled", "Pre-Employment Processing", "Selected for Hire (Student or TES)", and "Selected for Hire". The "Selected for Hire" option is highlighted with an orange circle.

Selected for Hire
 Selected for Hire: Pre-Employment Processing (Auto-Launch Actions Needed)
 Entrance criteria not met
 To move the applicant(s) to the selected status, the applicant must have been moved into the following status(es):
 Match all of the following:
 Job : Employment Type is [Non-Faculty]

21

Click "Continue" if any pop-up options for Skill Survey or Truescreen are presented.



22

Click the "Offer Details" tab.

A screenshot of the iCIMS application interface. The top navigation bar includes the iCIMS logo, a "Create" dropdown, a "Search" dropdown, a "Library" dropdown, and an "Other" dropdown. On the right, there is a "Person" dropdown and a "Quick search..." input field. Below the navigation bar, the breadcrumb trail shows: < Huck Finn-TEST > Cand:Active > 21446 > Paleontologist, New Yo... > New York, New York US. The main content area has a tabbed interface with the following tabs: Overview, Notes, Screen, Offer Details (highlighted with an orange circle), Offer Approval, Offer, Drug Screen/Physical Status, Messages, Feedback, Applicant Materials, and More. The "Offer Details" tab is active, showing a sidebar on the left with contact information, distance from job, other submissions, source, and recent employment. The main content area shows the "Application" section with a progress bar (Initial Review, Screening, Interview, Offer) and a "Selected for Hire" status. Below this is the "Experience" section, which includes a resume upload button, a list of resumes (e.g., 21446_Huck_Finn_10388_202603230944_Resume.pdf), and a warning message: "Caution: This resume originated from outside of your organization. Please do not click or copy links unless you know the content is safe." The resume content for Dr. Ross E. Geller is visible, including his contact information and a professional summary.

23 Click "Edit"

Other ▾ Person ▾ Quick search... 🔍 ? 👤 ▾

21446 📁 Paleontologist, New Yo... 📍 New York, New York US 📄 🗨️ 📧 📁 ⋮

2026-8357 📍 Auburn University, Alabama US Hiring Manager: Amanda Malone | malonad@auburn.edu REJECT ADVANCE

Offer Approval Offer Drug Screen/Physical Status Messages Feedback Applicant Materials More ▾

EDIT

24 Complete the fields and click "Save"

Other ▾ Person ▾ Quick search... 🔍 ? 👤 ▾

21446 📁 Paleontologist, New Yo... 📍 New York, New York US 📄 🗨️ 📧 📁 ⋮

2026-8357 📍 Auburn University, Alabama US Hiring Manager: Amanda Malone | malonad@auburn.edu REJECT ADVANCE

Offer Approval Offer Drug Screen/Physical Status Messages Feedback Applicant Materials More ▾

CANCEL SAVE

Billing Information

📅	Advertising FOAP
▾	Advertising FOAP (Re-enter)
▾	Background Check FOAP
▾	Background Check FOAP (Re-enter)
▾	
▾	

Complete the Controlled Technology iForm (if applicable)

25 If the candidate that is selected for hire is a foreign national, click "iForms".

The screenshot shows a recruitment system interface. At the top, there is a navigation bar with 'Person' selected and a search bar. Below this, the candidate's details are displayed: 'Cand:Active', ID '21446', position 'Paleontologist, New Yo...', location 'New York, New York US', and hiring manager 'Amanda Malone | malonad@auburn.edu'. A 'REJECT' button and an 'ADVANCE' button are visible. A horizontal menu below the candidate details includes 'Screen', 'Offer Details', 'Offer Approval', 'Offer', 'Drug Screen/Physical Status', 'Messages', 'Feedback', 'Applicant Materials', and 'More'. The 'Offer Details' section is active, showing 'Faculty Details' with the following data:

Faculty Details	
# Eligible to Vote	12
# Yes	8
# No	1
# Abstain	0
# Did Not Vote	3
Tenure Type	Not Eligible

A dropdown menu is open over the 'Offer Details' section, listing the following options: 'Person Attachments', 'Onboard Workflow', 'iForms', 'Job Details', 'Job Description', 'Source (Workflow)', and 'Activity'. The 'iForms' option is highlighted with an orange circle. An 'EDIT' button is located in the top right corner of the 'Offer Details' section.

26 Select the "Controlled Technology Form" from the dropdown list.

The screenshot shows the iForms Center interface. At the top, there are navigation tabs: Overview, Notes, Screen, Offer Details, Offer Approval, Offer, Drug Screen/Physical Status, Messages, Feedback, and Applicant Materials. Below the tabs, there are buttons for 'Send iForm', 'Edit', and 'Download'. The main area is titled 'iForms Center' and contains a search bar with the text 'Type to Search...'. Below the search bar, there is a list of 'Available Recruiting Workflow iForms'. The 'Controlled Technology Form' is highlighted in blue. Other forms listed include '90_Day_Probationary_Review_Form', 'AT: Voluntary Self-Identification of Disability (pre-offer)', 'AT: Voluntary Self-Identification of Veteran Status (pre-offer)', 'AUM_Faculty_Tenure_Agreement', 'AUM_Graduate_Assistant_Position_Description', 'AUM_Reference_Check_Form', 'Candidate_Certification_Acknowledgement', 'Faculty Tenure Agreement', 'Graduate Assistant Position Description', and 'Reference Check'.

27 Click "Send iForm"

The screenshot shows the 'Controlled Technology Form' document. At the top, there are navigation tabs: Overview, Notes, Screen, Offer Details, Offer Approval, Offer, Drug Screen/Physical Status, Messages, Feedback, and Applicant Materials. Below the tabs, there are buttons for 'Send iForm', 'Edit', and 'Download'. The main area is titled 'iForms Center' and contains the text 'Controlled Technology Form'. The document content includes the Auburn University logo, the text 'Office of Research Security Compliance', and the heading 'QUESTIONS RELATING TO RELEASE OF CONTROLLED TECHNOLOGY OR TECHNICAL DATA TO FOREIGN PERSONS'. Below this, there is a field for 'H-1B Employee: ID:'. At the bottom, there is a disclaimer: 'For all H-1B and H-1B1 petitions, you must certify either that a license is not required for the position offered to the foreign national under the Export Administration Regulation (ITAR) or that a license is required and that you have either obtained the required license or will not release the controlled information to the foreign national until the license'.

28 Select "Request 3rd Party to complete this iForm." field. Click "Continue"

Please select what action you would like to perform:

Request *Huck Finn-TEST* to complete this iForm.

Request 3rd Party to complete this iForm.

Cancel Continue

29 Send the iForm to the Department Head by inserting their email and Click "Send"

Recruiting Workflow

Add Variable **B** A A ABC

Hi **Recipient: First Name**,

The following form is requested for you to complete for **Recruiting Workflow: Job : Job ID - Recruiting Workflow: Job : Job Title**.

FORMURL

Use the information below to login:

Recruiting Workflow: Job : Job ID - Recruiting Workflow: Job : Job Title

Press ALT-F10 for toolbar. Press ALT-0 for help

Drag-and-drop files here or click to upload.

Allowed file types: .bmp, .doc, .docx, .dot, .dotx, .gif, .gz, .heif, .htm, .html, .jpeg, .jpg, .msg, .odp, .ods, .odt, .pdf, .png, .ppt, .pptx, .rar, .rtf, .svg, .tif, .tiff, .txt, .wpd, .wri, .xls, .xlsx, .xlt, .xltx, .zip

Preview Cancel Send

Approve the Offer

30 Once the Offer Details Tab is complete, Click "Advance".

The screenshot shows the Auburn University HR system interface. At the top, there is a navigation bar with 'Person' and a search field. Below that, the job details are displayed: 'Paleontologist, New York, New York US' and 'Hiring Manager: Amanda Malone | malonad@auburn.edu'. The 'Offer Details' tab is selected, and the 'Advance' button is circled in orange. The main content area shows a 'Controlled Technology Form' with the Auburn University logo and the text 'Office of Research Security Compliance'. The form contains questions about releasing controlled technology or technical data to foreign persons, with checkboxes for 'Yes' and 'No'.

31 Select "Contingent Offer (Faculty)" from the list.

The screenshot shows the Auburn University HR system interface, similar to the previous one. The 'Offer Details' tab is selected, and the 'Advance' button is circled in orange. A dropdown menu is open, showing a list of options: 'Pre-Employment Processing', 'Contingent Offer (Faculty)', 'Pending C...', 'Contingencies Verified', and 'Pre-Hire Screening Initiated'. The 'Contingent Offer (Faculty)' option is circled in orange. The main content area shows the same 'Controlled Technology Form' with the Auburn University logo and the text 'Office of Research Security Compliance'. The form contains questions about releasing controlled technology or technical data to foreign persons, with checkboxes for 'Yes' and 'No'.

32 To begin the Contingent Offer Letter, Click "AU: Faculty"

icims Create Search Library Other Person Quick search...

Create offer letter
Huck Finn-TEST

1 Offer letter 2 Prepare offer 3 Review and send

Select a template

Choose the appropriate template below as a basis for your offer letter.

Search templates by title or description ALL

Template Name	Category	Owner	Last used
AU: Faculty	AU: Faculty	Noelle Hattier	6 hours ago
Test-Full-Time		iAdmin (auburn)	
Test-Part-Time		iSupport (auburn)	

33 Click "Next"

Template

Choose the appropriate template below as a basis for your offer letter.

Search templates by title or description ALL

Category	Owner	Last used
AU: Faculty	Noelle Hattier	6 hours ago
	iAdmin (auburn)	
	iSupport (auburn)	

AU: Faculty

Category: AU: Faculty
Owned By: Noelle Hattier
Last used: 6 hours ago

Auburn Faculty Offer Template

NEXT

34 Review and edit the Contingent Offer Letter

The screenshot shows a web-based editor for reviewing an offer letter. On the left, there is a sidebar with fields for: "First Last", "Job : Job Title" (with a dropdown menu showing "Lecturer (FOR TRAINING)"), "Department : Name" (with a dropdown menu showing "Academic Affairs"), "Offer Amount (Value Only)", and "Pay Frequency". The main editor area displays a document with the Auburn University logo and the following text:

Dear Huck Finn-TEST:

We are pleased to extend you an offer of employment as Lecturer or Senior Lecturer (FOR TRAINING PURPOSES ONLY) in the Department of Provost & VP Academic Affairs. This offer includes a base salary of \$ 49,150.00 paid in SEMIMONTHLY installments.

Non-Tenure Track Appointment

This is a non-tenure track appointment. This appointment is for one year, beginning on **August 16, 2026** and ending on [END DATE], and may be renewed by mutual agreement, contingent upon availability of funds, continued need for services, and satisfactory performance. You will be reviewed annually, and continuation decisions will take into consideration your fulfillment of the responsibilities of this position, as they are stated in this letter, and as they are changed over time.

Your employment is subject to all rules, regulations, and policies of the university, including those set forth in college and departmental guidelines. University policies can be found here. You may contact your

At the bottom right of the editor, there are "PREVIOUS" and "NEXT" buttons.

35 Type the name of each Offer approver, in order of the approval.

The screenshot shows the "Review and send" step of the offer letter process in the iCIMS system. The top navigation bar includes "icims", "Create", "Search", "Library", and "Other". A progress indicator shows three steps: "Offer letter" (checked), "Prepare offer" (checked), and "Review and send" (active, with a "3" in a blue circle). The main content area is titled "Review and send" and includes the following sections:

- Request offer approval** with an "EDIT APPROVAL EMAIL" link. Below this is a text input field with the placeholder "Enter person's name or email, or an approval list's name." An orange circle highlights this field.
- Delivery & signature options** with two radio buttons: "Career portal" (selected) and "Download & sign".
- Offer email** with an "EDIT OFFER EMAIL" link. Below this is a note: "If no approvals have been requested, the offer will be sent to the candidate. If approvals have been requested, the offer will be available for review before sending candidate."
- Sender** field with the value "Amanda Malone".
- Subject** field (empty).

On the left side, there is a preview of the offer letter document for "Huck Finn-TEST", showing details like "Lecturer or Senior Lecturer (FOR TRAINING PURPOSES ONLY)", "\$49,150.00/Annually", and "SUBMITTAL: Employment Start Date: August 16, 2026".



Tip! The recommended Offer Approval workflow is the Department Head/Chair, Dean, Campus HR Partner (in any order), then the Office of Equal Opportunity Compliance (Kelley Taylor), then Office of the Provost (Michael Loyd or Amanda Malone).

36

Click "Finish" to begin the Offer Approval workflow.



irer (FOR TRAINING PURPOSES ONLY)

nt Start Date: August 16, 2026

Offer email [EDIT OFFER EMAIL](#)

If no approvals have been requested, the offer will be sent to the candidate. If approvals have been requested, the offer will be available for review before sending to the candidate.

Sender
Amanda Malone

Subject
Your offer with Auburn University for Lecturer or Senior Lecturer (FOR TRAINING PURPOSES ONLY)

Body

Hi Huck,

It is our pleasure to offer you the position of Lecturer or Senior Lecturer (FOR TRAINING PURPOSES ONLY).

Please click here: <https://offer-auburn.icims.com/r.jsp?oa=8357>
Use the information below to login.

Login with: icimstestingauburn+huck@gmail.com

Huck, we look forward to welcoming you to our team!

Thank you,

Talent Acquisition Team

PREVIOUS **FINISH**

37 Monitor the Offer Approval Workflow in the "Offer Approval" tab.

The screenshot shows the iCIMS interface for a candidate named Huck Finn-TEST. The 'Offer Approval' tab is highlighted with an orange circle. Below the navigation bar, a table displays approval search results for Amanda Malone.

Approvers	Approvers	Approvers	Approvers	Approvers	Approvers	Approvers
Approvers	Approvers	Approvers	Approvers	Approvers	Approvers	Approvers
<input type="checkbox"/>	Amanda Malone	Approved	Huck Finn-TEST	Completed	3/25/2026 4:04:00 PM	3/25/2026 4:07:28 PM

Extend the Contingent Offer

38 Once the Offer Approval is complete, Click "Offer"

The screenshot shows the iCIMS interface for a candidate named Huck Finn-TEST. The 'Offer' tab is highlighted with an orange circle. Below the navigation bar, a table displays approval search results for Amanda Malone.

Approvers	Approvers	Approvers	Approvers	Approvers	Approvers	Approvers
Approvers	Approvers	Approvers	Approvers	Approvers	Approvers	Approvers
<input type="checkbox"/>	Amanda Malone	Approved	Huck Finn-TEST	Completed	3/25/2026 4:04:00 PM	3/25/2026 4:07:28 PM

39 Click "Extend"

The screenshot shows the top navigation bar with a 'Person' dropdown and a search bar. Below the navigation, the job details for 'Paleontologist, New York' are visible, including the location 'New York, New York US' and hiring manager 'Amanda Malone | malonad@auburn.edu'. The 'Offer' tab is selected, and the 'Extend' button is highlighted with an orange circle. The main content area shows a notification: 'Approval approved Offer ready to be extended' with an 'Extend' button and a dropdown arrow. Below this, the 'Position Number' is listed as '113003' and 'Background Check FOAP' is noted.

40 The Contingent Offer Letter will be delivered to the candidate through iCIMS notifications. The signed Contingent Offer Letter will be retained in the Offer tab.

The screenshot shows the same iCIMS offer page as above, but the status has changed. The notification now reads: 'Offer accepted 3/27/2026 11:05 am' with a 'Download Signed Copy' button and a dropdown arrow. The 'Extend' button is no longer visible. The job details and position number '113003' remain the same.

Contingencies

41 Once the Contingent Offer Letter is signed, Click "Advance"

The screenshot displays a recruitment system interface. At the top, there is a navigation bar with 'Person' and a search field. Below this, the candidate's details are shown: 'Cand:Active', ID '21446', position 'Paleontologist, New Yo...', location 'New York, New York US', and hiring manager 'Amanda Malone | malonad@auburn.edu'. A menu bar includes options like 'Screen', 'Offer Details', 'Offer Approval', 'Offer', 'Drug Screen/Physical Status', 'Messages', 'Feedback', and 'Applicant Materials'. The main content area shows the offer status as 'Offer accepted' on '3/27/2026 11:05 am' with a 'Download Signed Copy' button. A table below lists offer details:

ID: 279	Offer accepted 3/27/2026 11:05 am	Download Signed Copy
Position Number	113003	
Background Check FOAP		
Employment Start Date	8/16/2026	
FLSA Status		
Exempt		

42 Click "Pending Contingencies" from the list.

The screenshot displays a recruitment system interface. At the top, there is a navigation bar with 'Person' and a search field. Below this, the candidate's details are shown: 'Cand:Active', ID '21446', 'Paleontologist, New Yo...', and location 'New York, New York US'. The hiring manager is 'Amanda Malone | malonad@auburn.edu'. There are 'REJECT' and 'ADVANCE' buttons. A dropdown menu is open, showing the following options: 'Pre-Employment Processing', 'Contingent Offer (Faculty)', 'Pending Contingencies', 'Contingencies Verified', and 'Pre-Hire Screening Initiated'. The 'Pending Contingencies' option is highlighted with an orange circle. Below the dropdown, there are sections for 'Employment Start Date Confirmed' and 'Entrance criteria not met'.

ID: 279	Position Number: 113003
Location (City, State): Alabama	Background Check FOAP:
Employment Start Date: 8/16/2026	FLSA Status:
Exempt:	



Tip! Moving a candidate's workflow status to "Pending Contingencies" will email the candidate instructions to complete their portion of the background check.

43

From the "Overview" tab of the Candidate Profile, the following steps highlight the contingencies and where/how to satisfy them.

icims Create Search Library Other Person Quick search...

Huck Finn-TEST Cand:Active 21446 Paleontologist, New Yo... New York, New York US

Lecturer or Senior Lecturer (FOR TRAINI... # 2026-8357 Auburn University, Alabama US Hiring Manager: Amanda Malone | malonad@auburn.edu

Overview Notes Screen Offer Details Offer Approval Offer Drug Screen/Physical Status Messages Feedback Applicant Materials More

CONTACT

icimstestingauburn+huck@gmail.com (334) 555-0280 New York, New York US

DISTANCE FROM JOB 100+ mi OTHER SUBMISSIONS 1

SOURCE Submitted by User

RECENT EMPLOYMENT

- Paleontologist**
New York Museum of Prehistoric History
January, 1998 - Current
- Adjunct Professor of Paleontology**
New York University
January, 2001 - January, 2007

EDUCATION

- Columbia University**

Application

Initial Review Screening Interview Offer

Pre-Employment Processing Pending Contingencies

Experience

RESUME DETAILS LINKEDIN

3/23/2026 21446_Huck_Finn_10388_202603230944_Resume.pdf

Caution: This resume originated from outside of your organization. Please do not click or copy links unless you know the content is safe.

Dr. Ross E. Geller
New York, NY | ross.geller@paleontology.net | (212) 555-1994 | LinkedIn: linkedin.com/in/rossgeller
Professional Summary
Passionate and detail-oriented paleontologist with over a decade of academic and museum experier
Education

44

The candidate's CV is on the Candidate Profile.

ate Search Library Other Person Quick search...

Y-TEST Cand:Active 21446 Paleontologist, New Yo... New York, New York US

or Senior Lecturer (FOR TRAINI... # 2026-8357 Auburn University, Alabama US Hiring Manager: Amanda Malone | malonad@auburn.edu

Screen Offer Details Offer Approval Offer Drug Screen/Physical Status Messages Feedback Applicant Materials More

icimstestingauburn+huck@gmail.com New York US

OTHER SUBMISSIONS 1

ist
useum of Prehistoric History
98 - Current

fessor of Paleontology
niversity
01 - January, 2007

niversity

Application

Initial Review Screening Interview Offer Hired

Pre-Employment Processing Pending Contingencies March 2026

Experience

RESUME DETAILS LINKEDIN

3/23/2026 21446_Huck_Finn_10388_202603230944_Resume.pdf

Caution: This resume originated from outside of your organization. Please do not click or copy links unless you know the content is safe.

Dr. Ross E. Geller
New York, NY | ross.geller@paleontology.net | (212) 555-1994 | LinkedIn: linkedin.com/in/rossgellerphd
Professional Summary
Passionate and detail-oriented paleontologist with over a decade of academic and museum experience. Adept a
Education

45

Any documents that the candidate uploaded during the application process will be housed under the Applicant Materials tab. These documents may include a cover letter, transcripts, statements of teaching or research philosophy.

The screenshot shows a hiring system interface with a navigation bar at the top. The 'Applicant Materials' tab is highlighted with an orange circle. Below the navigation bar, the 'Applicant Materials' section is displayed. It is divided into two columns: 'General Information' on the left and 'Source Information' on the right. Under 'General Information', there is a section for 'Additional Documents'. Two documents are listed: 'Hofstadter Cover Letter.pdf' and 'Ross_Geller_Teaching_Philosophy.pdf'. Both document titles are circled in orange, and green arrows point to them from the right. The 'Source Information' column lists various profile links such as 'Source Channel (Profile)', 'Careers', 'Source (Profile)', 'Email a Friend', 'Source Specifics (Profile)', 'Amanda Malone', 'Source Device (Profile)', 'Desktop', 'Source Portal (Profile)', and 'Auburn Confidential (External)'. Below these columns, there are sections for 'Education' and 'Professional Experience', each with a table for data entry.

46

Any documents that the search advisory committee or department uploaded during the screening or offer process will be housed under the Person Attachments tab. These documents may include a transcripts or verification of degree authentication.

The screenshot shows a hiring system interface with a navigation bar at the top. The 'Person Attachments' tab is highlighted with an orange circle. Below the navigation bar, the 'Person Attachments' section is displayed. It features a table with columns for 'Title', 'Updated Date', and 'Updated Date'. Two rows of attachments are listed: 'TRAINING transcripts.pdf' and 'TRAINING Degree Authentication.pdf'. Both rows are highlighted in grey, and green arrows point to them from the right. The interface also includes a search bar at the top right, a navigation bar with various tabs, and a table for adding and saving attachments.

47

For tenure eligible positions, the fully executed tenure agreement will be uploaded on the Offer Details tab.

Offer Details

USD \$2,500.00

EPAF Type
NHSEMI - New Hire Semi-Monthly Faculty

Supervisor Name & ID
Amanda Malone | 902177333

Campus Location
CAMP-A | A - Auburn Main Campus

Timekeeping Location
HR557 - Career Discovery & Success

Work Location (City,State)
Auburn, Alabama

Foreign National
Yes

Internal Employee
No

Pay Evaluator/Tenure Agreement
TRAINING Faculty Tenure Agreement.pdf

Created: 3/25/2026, Updated: 3/27/2026

Job | All Candidates | Application

< 2 of 2 > [INCLUDE] 0 INCLUDED [BULK]

48

All signed offer letters will be listed in the Offer tab.

Person Quick search...

Senior Lecturer (FOR TRAINING) # 2026-8357 Auburn University, Alabama US Hiring Manager: Amanda Malone | malonad@auburn.edu

Screen Offer Details Offer Approval Offer Offer Drug Screen/Physical Status Messages Feedback Applicant Materials More

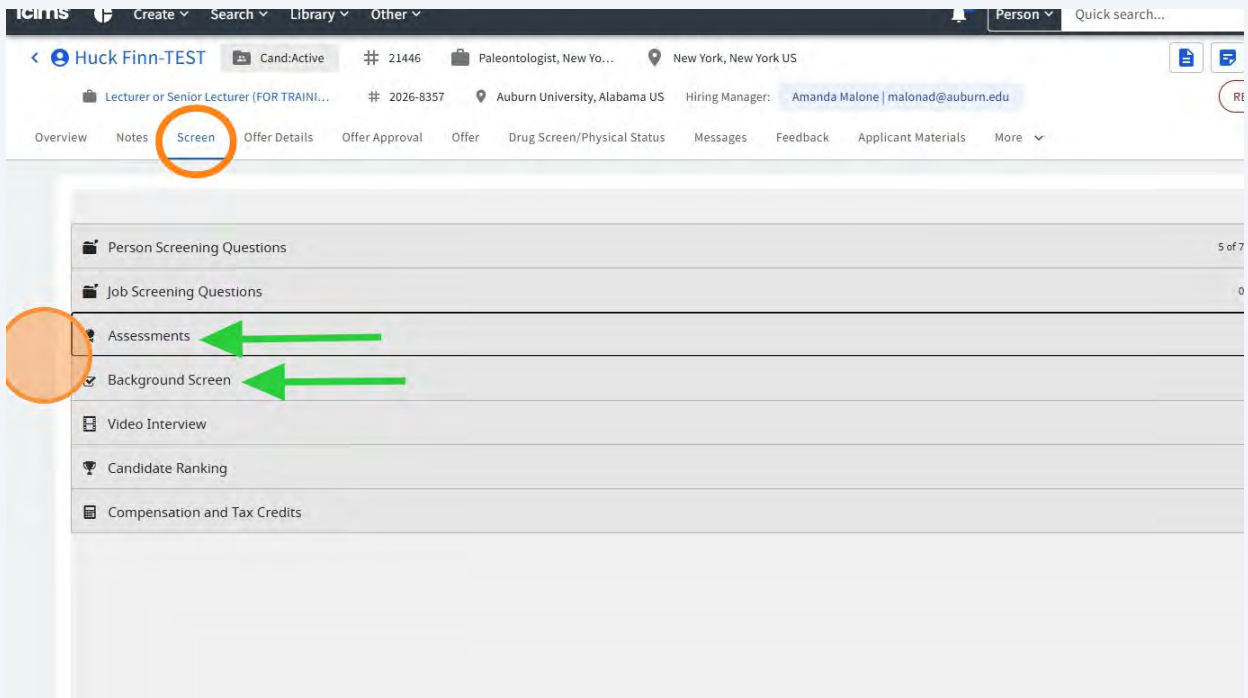
Private

ID: 279 Offer accepted 3/27/2026 11:05 am Download Signed Copy

Position Number	113003
Background Check FOAP	
Employment Start Date	8/16/2026
FLSA Status	
Exempt	

49

The status of Reference Checks ("Assessments") and Background Checks ("Background Screen") are available from the Screen tab.



Extend the Final Offer

50

When all contingencies have been verified (see steps 44-49 above), click "Advance"

The screenshot shows a recruitment portal interface. At the top, there is a navigation bar with 'Person' and a search field. Below this, a candidate profile is displayed for 'Paleontologist, New York, New York US' with ID '21446'. The hiring manager is 'Amanda Malone | malonad@auburn.edu'. A 'REJECT' button is visible, and an 'ADVANCE' button is circled in orange. The main content area shows a 'Controlled Technology Form' from Auburn University's Office of Research Security Compliance. The form title is 'QUESTIONS RELATING TO RELEASE OF CONTROLLED TECHNOLOGY OR TECHNICAL DATA TO FOREIGN PERSONS'. It includes a section for 'H-1B Employee: ID:' and a series of questions regarding the release of technology to foreign persons, with checkboxes for 'No' and 'Yes'.

51

Click "Contingencies Verified" from the list.

This screenshot shows the same recruitment portal interface as above, but with a dropdown menu open on the right side. The menu lists several options: 'Pre-Employment Processing', 'Contingent Offer (Faculty)', 'Pending Contingencies', 'Contingencies Verified', and 'Pre-Hire Screening Initiated'. The 'Contingencies Verified' option is circled in orange. Below this menu, there are sections for 'Employment Start Date Confirmed' and 'Entrance criteria not met', each with a list of conditions that must be met for the applicant to be moved to a selected status.



Tip! The Provost's Office will confirm that all contingencies have been met and transition the candidate into the workflow state "Offer Extended".

52

Click the "Offer" tab.

The screenshot shows the iCIMS interface for a candidate named Huck Finn-TEST. The candidate's details include ID 21446, position Paleontologist, New York, and hiring manager Amanda Malone. The 'Offer' tab is highlighted with an orange circle. Below the navigation bar, the 'iForms Center' section displays a 'Controlled Technology Form' from Auburn University. The form title is 'Office of Research Security Compliance QUESTIONS RELATING TO RELEASE OF CONTROLLED TECHNOLOGY OR TECHNICAL DATA TO FOREIGN PERSONS'. It includes an 'H-1B Employee: ID:' field and a section for certifying technology release under EAR and ITAR regulations. Two questions are listed with 'Yes' and 'No' checkboxes.

Office of Research Security Compliance
QUESTIONS RELATING TO RELEASE OF CONTROLLED TECHNOLOGY OR TECHNICAL DATA TO FOREIGN PERSONS

H-1B Employee: ID:

For all H-1B and H-1B1 petitions, you must certify either that a license is not required for the position offered to the foreign national under the Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR) or that a license is required and that you have either obtained the required license or will not release the controlled information to the foreign national until the license is received. In connection with this requirement, please review the attached checklist and information sheet and answer the following questions:

1. Will you be releasing any technology (as defined by the Export Administration Regulations (EAR)) or technical data (as defined by the International Traffic in Arms Regulations (ITAR)) to the foreign person?
Yes No

If yes, please answer the following question. If no, stop here.

2. Are you required to obtain a license for the foreign national from the U.S. Department of Commerce (USDOC) and/or the U.S. Department of State (USDOS) to release controlled technology or technical data?
Yes No

If you checked no, stop here. If you checked yes, please answer the following questions:

53

To begin the Final Offer Letter, Click "AU: Faculty"

Create offer letter
Huck Finn-TEST

1 Offer letter 2 Prepare offer 3 Review and send

Select a template

Choose the appropriate template below as a basis for your offer letter.

Currently selected:
AU: Faculty

Search templates by title or description

ALL

Template Name	Category	Owner	Last used
AU: Faculty	AU: Faculty	Noelle Hattier	a few seconds ago
Test-Full-Time		iAdmin (auburn)	
Test-Part-Time		iSupport (auburn)	

AU: Faculty

Category: /
Owned By: /
Last used: /
Auburn Faculty

54

Click "Next"

Select a template

Choose the appropriate template below as a basis for your offer letter.

Search templates by title or description

ALL

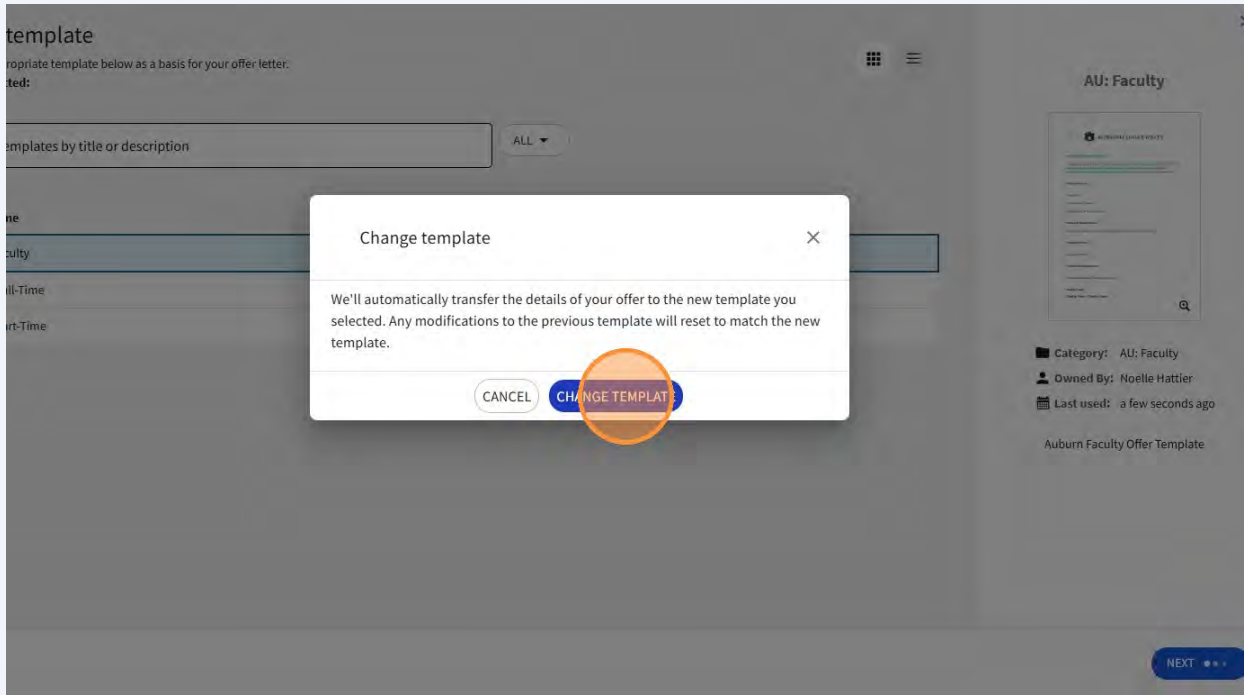
Template Name	Category	Owner	Last used
AU: Faculty	AU: Faculty	Noelle Hattier	a few seconds ago
Test-Full-Time		iAdmin (auburn)	
Test-Part-Time		iSupport (auburn)	

AU: Faculty

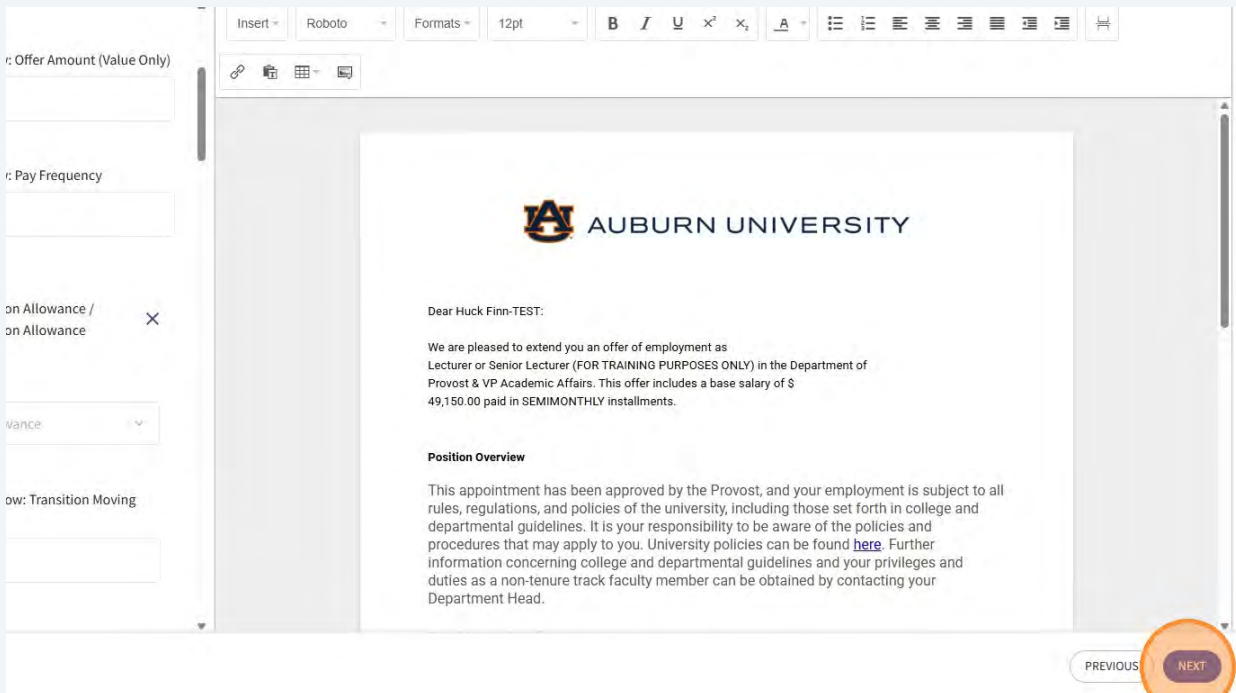
Category: AU: Faculty
Owned By: Noelle Hattier
Last used: a few seconds ago
Auburn Faculty Offer Template

NEXT

55 Click "Change template"



56 Follow the instructions from the [Provost Human Resources website](#) to convert the Contingent Office Letter to the Final Offer Letter. Click "Next" —



57

Confirm the Offer Approval Workflow, removing the Office of Equal Opportunity Compliance.

icims Create Search Library Other Person Quick search...

Create offer letter
Huck Finn-TEST

Offer letter Prepare offer Review and send

Review and send
Please review the offer letter and options before sending to ensure it is complete and accurate.

Request offer approval [EDIT APPROVAL EMAIL](#)

1 Amanda Malone, malonad@auburn.edu NEEDS TO APPROVE

Enter person's name or email, or an approval list's name.

Delivery & signature options

Career portal
 Download & sign

Offer email [EDIT OFFER EMAIL](#)

If no approvals have been requested, the offer will be sent to the candidate. If approvals have been requested, the offer will be available for review before sending to the candidate.

Sender
Amanda Malone

58

Click "Finish" to begin the Offer Approval workflow.

Review and send
Please review the offer letter and options before sending to ensure it is complete and accurate.

Request offer approval [EDIT APPROVAL EMAIL](#)

1 Amanda Malone, malonad@auburn.edu NEEDS TO APPROVE

Enter person's name or email, or an approval list's name.

Delivery & signature options

Career portal
 Download & sign

Offer email [EDIT OFFER EMAIL](#)

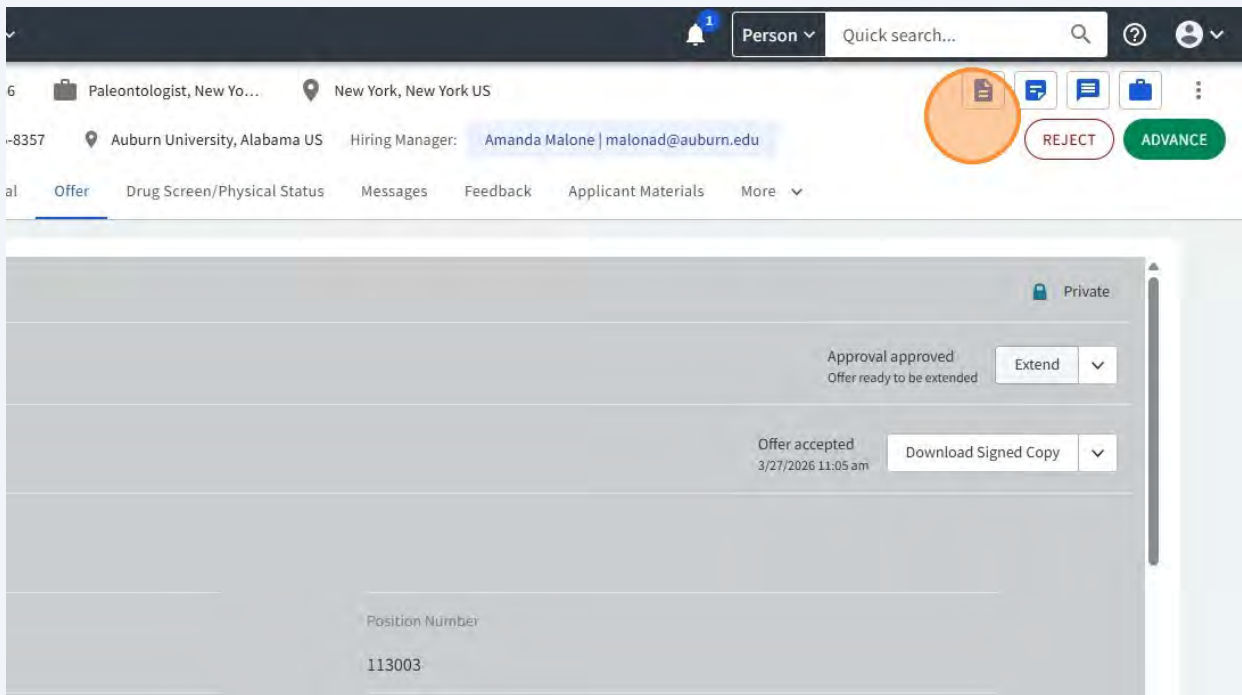
If no approvals have been requested, the offer will be sent to the candidate. If approvals have been requested, the offer will be available for review before sending to the candidate.

Sender
Amanda Malone

Subject
Year # 49150.00/Annually Lecturer or Senior Lecturer (FOR TRAINING PURPOSES ONLY)

PREVIOUS **FINISH**

59 Once the Offer Approval is complete, Click "Extend"

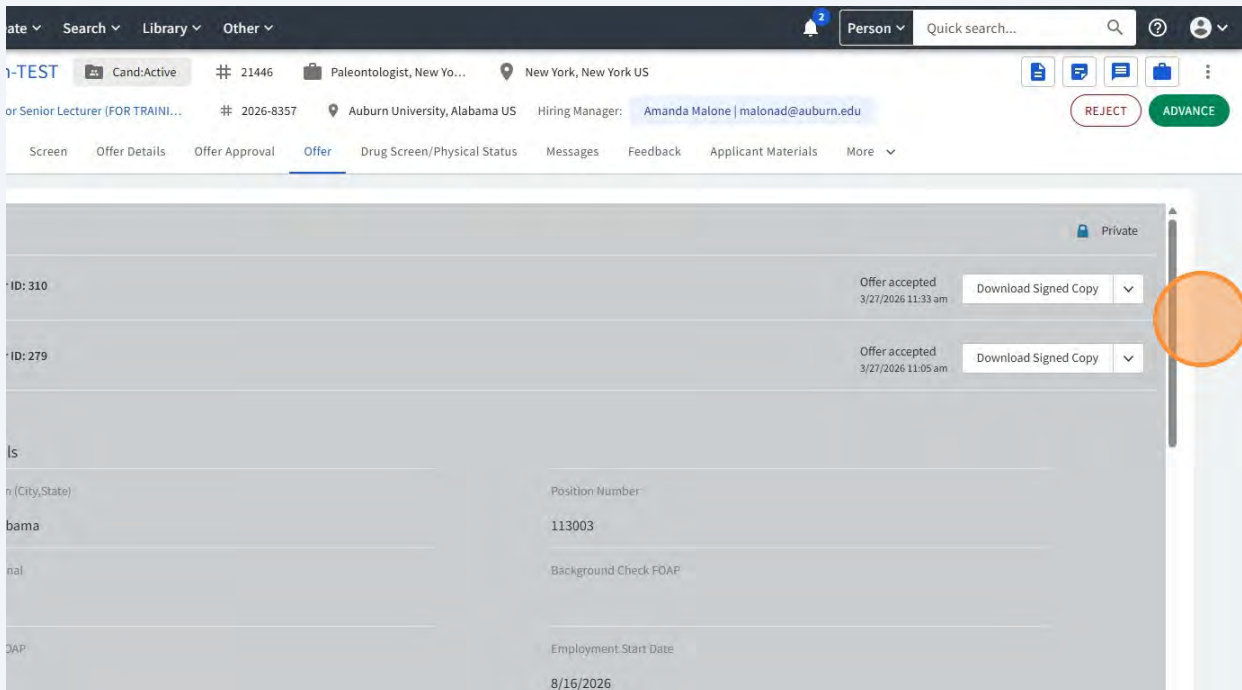


The screenshot shows the iCIMS interface for an offer. The top navigation bar includes a search bar, a user profile dropdown, and a notification bell. The main header displays the job title "Paleontologist, New York", location "New York, New York US", and hiring manager "Amanda Malone | malonad@auburn.edu". The "Offer" tab is selected, and the "Extend" button is highlighted with an orange circle. The offer status is "Approval approved" and "Offer ready to be extended". The offer was accepted on 3/27/2026 at 11:05 am. The position number is 113003.

Offer ID	Status	Accepted Date	Action
2026-8357	Approval approved	3/27/2026 11:05 am	Extend

Position Number: 113003

60 The Final Offer Letter will be delivered to the candidate through iCIMS notifications. The signed Final and Contingent Offer Letters will be retained in the Offer tab.



The screenshot shows the iCIMS interface for an offer. The top navigation bar includes a search bar, a user profile dropdown, and a notification bell. The main header displays the job title "Senior Lecturer (FOR TRAINING)", location "Auburn University, Alabama US", and hiring manager "Amanda Malone | malonad@auburn.edu". The "Offer" tab is selected, and the "Download Signed Copy" button is highlighted with an orange circle. The offer status is "Offer accepted" and "Offer ready to be extended". The offer was accepted on 3/27/2026 at 11:33 am. The position number is 113003. The employment start date is 8/16/2026.

Offer ID	Status	Accepted Date	Action
2026-8357	Offer accepted	3/27/2026 11:33 am	Download Signed Copy

Position Number: 113003

Employment Start Date: 8/16/2026

Once the candidate signs the Final Offer letter, their status will update to Offer Acknowledged and Onboarding will assign onboarding tasks.