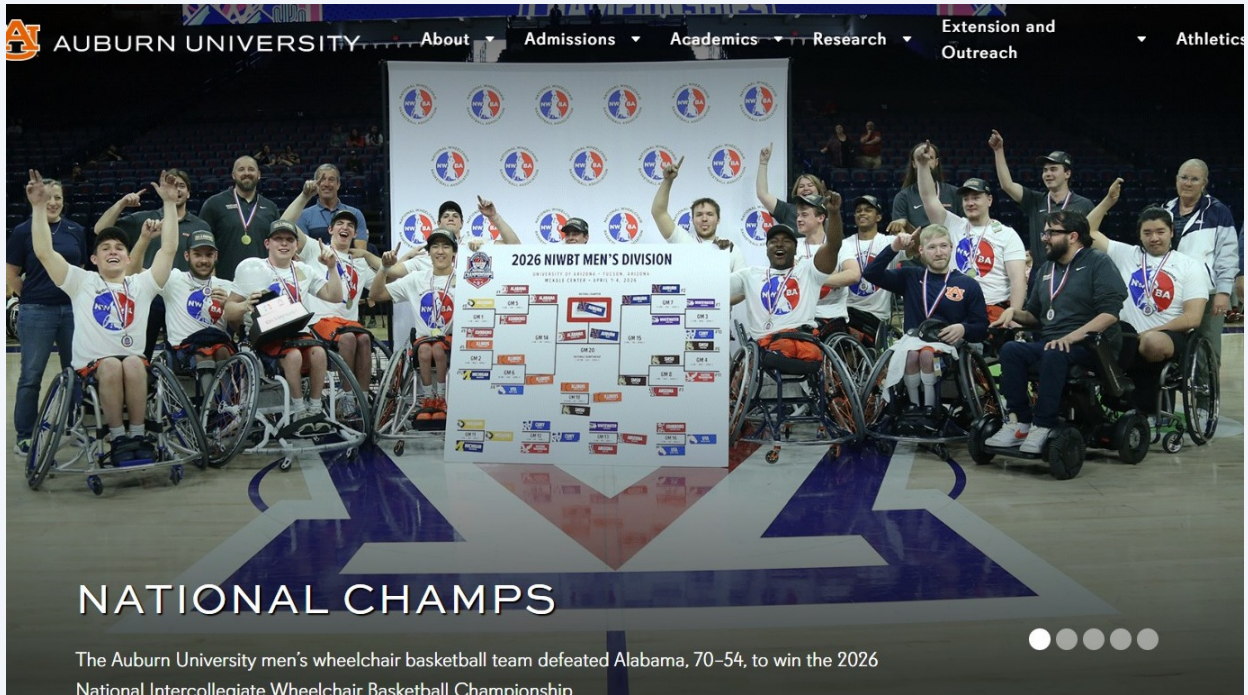


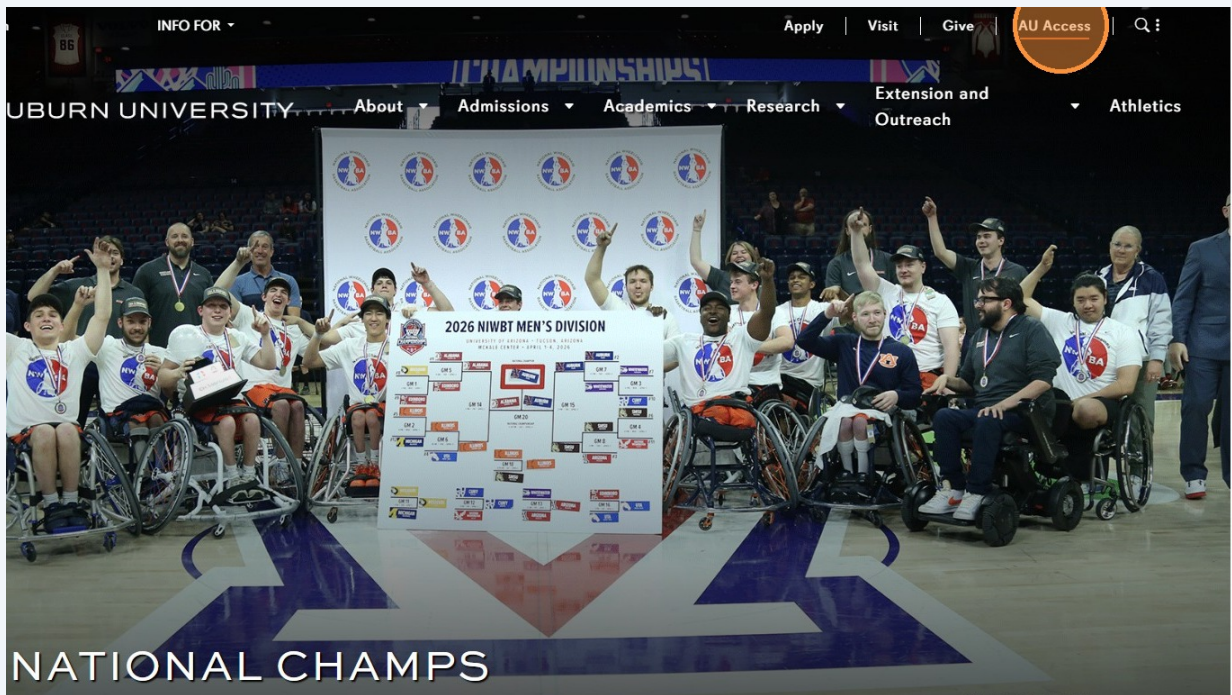
# Part-Time Faculty Hiring Workflow

This guide details the steps to create and extend an offer to a part-time faculty candidate in iCIMS.

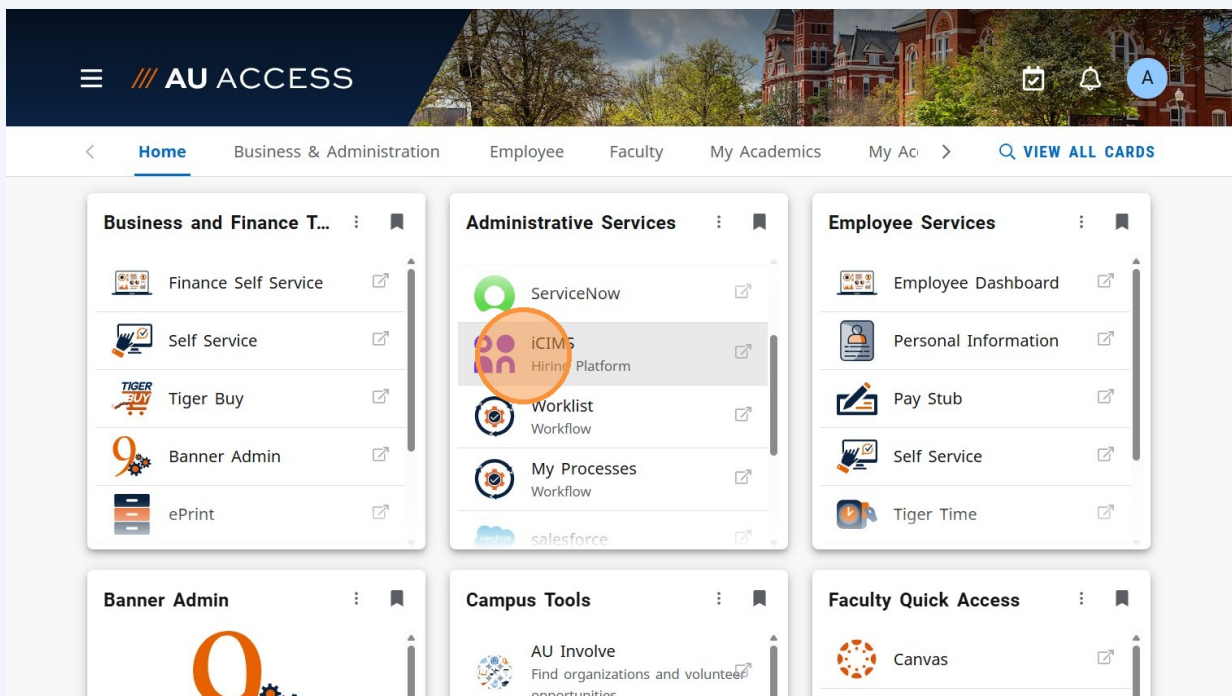
- 1 Navigate to [www.auburn.edu](http://www.auburn.edu)



2 Click "AU Access"



3 Click the iCIMS Hiring Platform icon.



4 From your Dashboard, click the applicable Job ID.

The screenshot shows the 'Active Jobs' section of a dashboard. A table lists job openings with columns for Job ID, Job Title, Associated Division: External ID, and Associated Division Name. The job '2026-8602 Part-Time Instructor FOR TRAINING PURPOSES ONLY' is highlighted in blue and circled in orange. An orange circle also highlights the 'Candidates' tab in the subsequent screenshot. Overlaid on the right is a summary table with the following data:

3	Offer Extended
2	Onboarding Assigned
2	Records Initial Review
0	Records Final Review
1	Hired

Below the table, there are additional counts: 2, 0, and 0, with labels partially visible: 'Candic St', 'Jobs Oj', and 'Rese Revi'.

5 Click the "Candidates" tab.

The screenshot shows the 'Part-Time Instructor FOR TRAINING...' job details page. The 'Candidates' tab is selected and circled in orange. The page features a navigation bar with 'Overview', 'Candidates', 'Detail', 'Description', 'Questions', 'Approval', 'Postings', 'Source', and 'iForms (Job)'. Below the navigation bar are several status cards:

- Initial Review: 0
- Screening: 1 (1 TOTAL)
- Interview: 0 (0 TOTAL)
- Offer: 0 (0 TOTAL)
- Hired: 0
- Withdraw: 0
- Rej: 0

The 'Job Approvals' section shows a green checkmark and the text 'Job Approved' and 'Approved on 4/9/2026' by 'Amanda Malone'. The 'Job Posting' section displays a 'Job not posted' message with a 'POST JOB' button. The 'Job Details' section shows 'Part-Time' and salary information: 'USD \$20,000.00 - USD \$20,000.00 Yr.'. It also includes a table with '# DAYS SINCE FIRST APPROVED' (1) and 'NEW CANDIDATES W/IN' (1), and a 'TOP SOURCE' of 'Submitted by User'. A 'VIEW JO' button is visible at the bottom right.

## 6 Click the Candidate's Name.

icims Create Search Library Other Person Quick search...

< Part-Time Instructor FOR TRAINING... Approved # 2026-8602 Auburn University, Alaba... Hiring Manager: Amanda Malone | malonad...

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

All Candidates 1

> Applicant Review Phase 1

UNPIN FROM SIDEBAR

ALL CANDIDATES (1) EDIT TABLE

	Name	Status	Reference Status	Time Since Action	Time Since Application				
<input type="checkbox"/>	Huck Finn-TEST	Search Committee Review		6 minutes ago	6 minutes ago	?	?	00	

## 7 Click the "Notes" tab.

icims Create Search Library Other Person Quick search...

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

Part-Time Instructor FOR TRAINING PUR... # 2026-8602 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 2

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 Selected for Hire

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/rossgellerph  
Professional Summary  
Passionate and detail-oriented paleontologist with over a decade of academic and museum experience  
Education

8

Click "LEAVE A NOTE" to type the job-related reason this candidate is selected for hire.

icims Create Search Library Other Person Quick search...

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

Part-Time Instructor FOR TRAINING PUR... 2026-8602 Auburn University, Alabama US Hiring Manager: Amanda Malone | malonad@auburn.edu REJE

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)



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

## 9 Click the "This Job Only" field.

create Search Library Other Person Quick search...

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

me Instructor FOR TRAINING PUR... # 2026-8602 Auburn University, Alabama US Hiring Manager: Amanda Malone | malonad@auburn.edu REJECT ADVANCE

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

NOTE Only Mine This Job Only

Additional

026 10:05 AM Amanda Malone | Part-Time Instructor FOR TRAINING PURPOSES ONLY (2026-8602) CANCEL SAVE

Information for Selection  
has excellent teaching evaluations from his prior institution.  
026 3:49 PM | Amanda Malone | Lecturer or Senior Lecturer (FOR TRAINING PURPOSES ONLY) (2026-8357)

## 10 Click "Save"

me Instructor FOR TRAINING PUR... # 2026-8602 Auburn University, Alabama US Hiring Manager: Amanda Malone | malonad@auburn.edu REJECT ADVANCE

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

NOTE Only Mine This Job Only

Information for Selection  
Additional  
has excellent teaching evaluations.

026 10:05 AM Amanda Malone | Part-Time Instructor FOR TRAINING PURPOSES ONLY (2026-8602) CANCEL SAVE

There are no notes.

11

Navigate to the Job Profile from the dashboard of by clicking the Job Title from a candidate's profile.

The screenshot shows the iCIMS interface for a candidate's profile. The top navigation bar includes 'icims', 'Create', 'Search', 'Library', and 'Other'. The candidate's name 'Huck Finn-TEST' is highlighted with an orange circle. Below the name, there are tabs for 'Overview', 'Notes', 'Screening', 'Offer Details', 'Offer Approval', 'Offer', 'Drug Screen/Physical Status', 'Messages', 'Feedback', 'Applicant Materials', and 'More'. The main content area is divided into sections: 'CONTACT' (email, phone, location), 'DISTANCE FROM JOB' (100+ mi), 'OTHER SUBMISSIONS' (2), 'SOURCE' (Submitted by User), 'RECENT EMPLOYMENT' (Paleontologist at New York Museum of Prehistoric History, Adjunct Professor of Paleontology at New York University), and 'EDUCATION' (Columbia University). On the right, the 'Application' section shows a progress bar with 'Initial Review', 'Screening', 'Interview', and 'Offer' stages. Below this is the 'Experience' section with a 'RESUME' tab selected, showing a resume document titled '21446\_Huck\_Finn\_10388\_202603230944\_Resume.pdf' dated 3/23/2026. A caution message is displayed below the resume. The resume content includes the name 'Dr. Ross E. Geller', contact information, and a professional summary.

12

Click the "Detail" tab.

The screenshot shows the iCIMS interface for a job profile. The top navigation bar includes 'icims', 'Create', 'Search', 'Library', and 'Other'. The job title 'Part-Time Instructor FOR TRAINING...' is highlighted with an orange circle. Below the title, there are tabs for 'Overview', 'Candidates', 'Detail', 'Description', 'Questions', 'Approval', 'Postings', 'Source', and 'iForms (Job)'. The 'Detail' tab is selected. The main content area features a progress bar with stages: 'Initial Review' (0), 'Screening' (0), 'Interview' (0), 'Offer' (1), 'Hired' (0), 'Withdraw' (0), and 'Rej' (0). Below the progress bar are three sections: 'Job Approvals' (Job Approved, Approved on 4/9/2026 by Amanda Malone), 'Job Posting' (Job not posted, This job is not posted, POST JOB button), and 'Job Details' (Part-Time, USD \$20,000.00 - USD \$20,000.00 Yr., # DAYS SINCE FIRST APPROVED: 1, NEW CANDIDATES WITHIN: 1, TOP SOURCE: Submitted by User, VIEW JOB button). At the bottom, there are sections for 'Candidates Needing Action' and 'Performance'.

13

Confirm that the appropriate background check package and billing code are selected. "Auburn Univ-HR Faculty" will connect the background check with your unit.

Detail

Additional Settings

New Hire Category (Onboard Package)

Faculty

FACULTY JOBS - Recruitment Plan

Direct Hire N/A

Job Template Information

Job ID

2026-8602

FLSA Status

Exempt

Job Folder

Approved

Screening

Reference Check Survey

Instructor, v2

Truescreen/SkillSurvey Integration Codes

1197-155 Auburn Univ - HR Faculty, Provost & Academic Affairs

SS (Faculty) Provost & SeniorVP Academic Affairs

Background Check Package

Standard

Created: 4/9/2026, Updated: 4/9/2026

14

Click the "Candidates" tab.

The screenshot shows the iCIMS interface for a job posting titled "Part-Time Instructor FOR TRAINING...". The breadcrumb trail includes "Approved", "2026-8602", "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 is a "Detail" section with two columns: "Additional Settings" and "Job Template Information".

**Additional Settings**

- New Hire Category (Onboard Package): Faculty
- FACULTY JOBS - Recruitment Plan
- Direct Hire N/A

**Job Template Information**

- Job ID: 2026-8602
- FLSA Status: Exempt
- Job Folder: Approved

**Screening**

- Reference Check Survey: Instructor, v2
- Truescreen/SkillSurvey Integration Codes:
  - 1197-155 Auburn Univ - HR Faculty, Provost & Academic Affairs
  - SS (Faculty) Provost & SeniorVP Academic Affairs
- Background Check Package: Standard

Created: 4/9/2026, Updated: 4/9/2026

15

Click the checkbox to the left of the candidate's name and click "Advance".

Application

Initial Review | Screening | Interview | Offer | Hired

Applicant Review Phase | Search Committee Review

April 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.

uburn+huck@gmail.com

OTHER SUBMISSIONS 2

ogist

Museum of Prehistoric History  
1998 - Current

rofessor of Paleontology  
University  
2001 - January, 2007

University

16

Choose "Selected for Hire" from the list.

Interview Phase

Interview Scheduler

Interview Scheduled

Pre-Employment Processing

Selected for Hire (Student or TES)  
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 [Student Temporary]

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]

Dr. Ross E. Geller  
New York, NY | ross.geller@paleontology.net | (212) 555-1994 | LinkedIn: linkedin.com/in/rossgellerphd

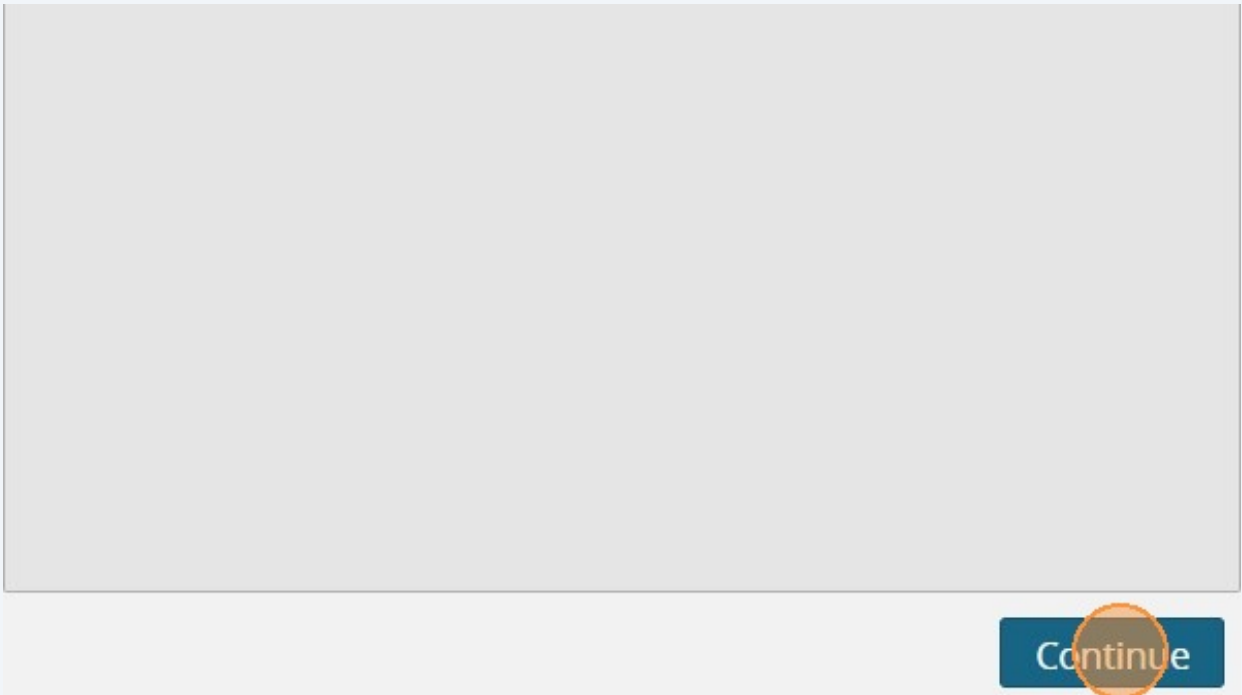
Professional Summary  
Passionate and detail-oriented paleontologist with over a decade of academic and museum experience. Adept at

Education  
Columbia University - Ph.D. in Paleontology  
Dissertation: 'Mesozoic Ecosystems and the Evolution of Theropods'

New York University - B.S. in Geology

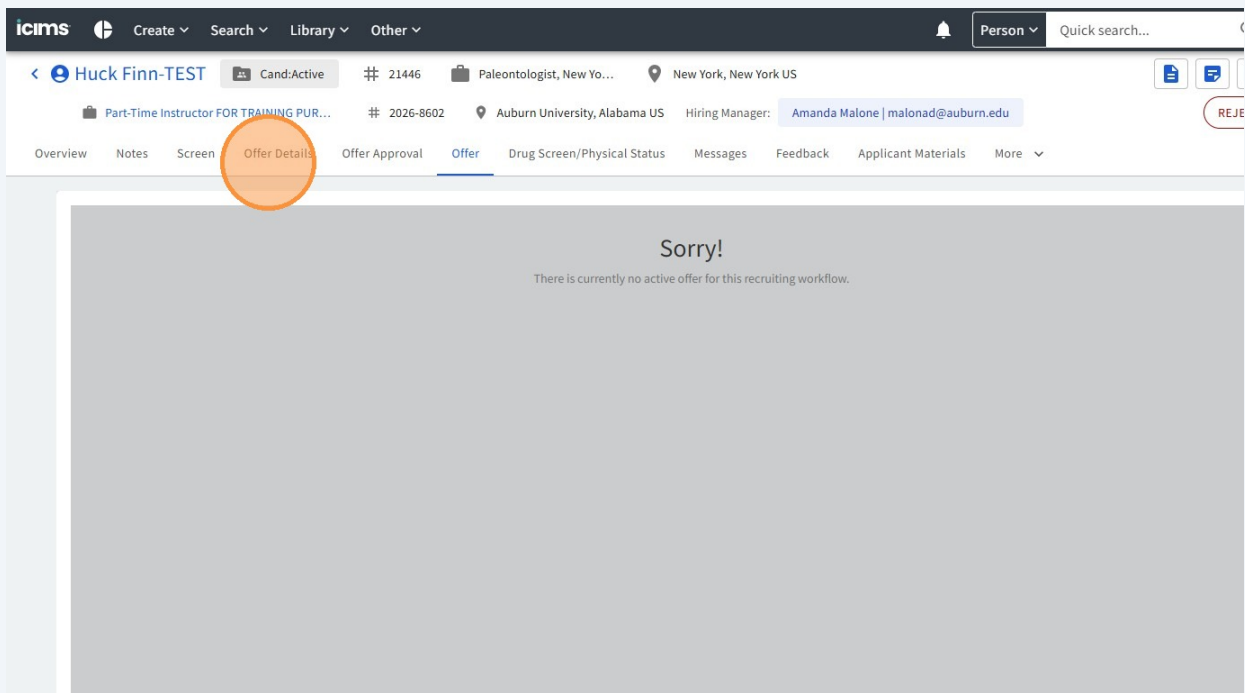
17

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



18

Click the "Offer Details" tab.



## 19 Click "Edit"

The screenshot shows a job offer page for a Paleontologist position. The header includes a navigation bar with 'Other', a search bar, and user profile information. Below the header, the job details are displayed: Job ID 21446, Job Title 'Paleontologist, New Yo...', Location 'New York, New York US', Job ID 2026-8602, Institution 'Auburn University, Alabama US', and Hiring Manager 'Amanda Malone | malonad@auburn.edu'. There are 'REJECT' and 'ADVANCE' buttons. A navigation menu at the bottom includes 'Offer Approval', 'Offer', 'Drug Screen/Physical Status', 'Messages', 'Feedback', 'Applicant Materials', and 'More'. An orange circle highlights an 'EDIT' button in the top right corner of the main content area.

## 20 Upload the approved PROV200 or DS-2019 packet in the "Pay Evaluator/Tenure Agreement" field.

The screenshot shows the 'Offer Details' form for a 'Part-Time Instructor FOR TRAINING PUR...' position. The form includes fields for 'Foreign National\*' (set to 'No'), 'Internal Employee\*' (set to 'No'), and 'Pay Evaluator/Tenure Agreement\*'. The 'Pay Evaluator/Tenure Agreement\*' field has a 'CHOOSE FILE' button highlighted with an orange circle and the text 'No file chosen'. Below this, there are two sections: 'Graduate Assistantships' with fields for 'Program of Study', 'Tuition Waiver', and 'Semester/Year'; and 'Faculty Details' with fields for '# Eligible to Vote', '# Yes', '# No', and '# Abstain'.

## 21 Complete the remaining fields and click "Save".

Other ▾ Person ▾ Quick search...

# 21446 # 2026-8602 Paleontologist, New Yo... Auburn University, Alabama US New York, New York 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

<input type="text"/>	Advertising FOAP
<input type="text"/>	Advertising FOAP (Re-enter)
<input type="text"/>	Background Check FOAP
<input type="text"/>	Background Check FOAP (Re-enter)

## 22 Click "Advance"

Create ▾ Search ▾ Library ▾ Other ▾ Person ▾ Quick search...

nn-TEST Cand:Active # 21446 Paleontologist, New Yo... Auburn University, Alabama US New York, New York 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 ▾

tails EDIT

### Faculty Details

# Eligible to Vote	12
# Yes	8
# No	1
# Abstain	0
# Did Not Vote	3

23

Choose "Pending Contingencies" from the list.

The screenshot shows a recruitment system interface. At the top, there is a header with the text "nn-TEST" and "Cand:Active". Below this, there is a navigation bar with tabs: "Screen", "Offer Details", "Offer Approval", "Offer", "Drug Screen/Physical Status", "Messages", "Feedback", and "Applicant". The "Offer Details" tab is currently selected. On the right side of the navigation bar, there are two buttons: "REJECT" and "ADVANCE".

The main content area is divided into two columns. The left column is titled "tails" and contains a table with columns for "Start Date", "Faculty", "LY", "Period", and "er". The right column is titled "Faculty Details" and contains a table with columns for "# Eligible to Vote", "# Yes", "# No", "# Abstain", and "# Did Not Vote".

A dropdown menu is open on the right side of the screen, showing a list of workflow statuses. The "Pending Contingencies" option is highlighted with an orange circle. The dropdown menu also includes options for "Pre-Employment Processing", "Verbal Offer Accepted", "Contingent Offer (Faculty)", "Contingencies: Verified", and "Pre-Hire Screening Initiated".

24

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

## 25 Monitor the Background Check on the Screen tab.

The screenshot shows a web interface for a recruitment system. At the top, there is a navigation bar with the following items: "Part-Time Instructor FOR TRAINING PUR...", "# 2026-8602", "Auburn University, Alabama US", and "Hiring Manager: Amanda Malone | malonad@auburn.edu". A "REJECT" button is visible in the top right corner. Below the navigation bar, there is a menu with options: "Screen" (highlighted with an orange circle), "Offer Details", "Offer Approval", "Offer", "Drug Screen/Physical Status", "Messages", "Feedback", "Applicant Materials", and "More". The main content area is titled "STANDARD BACKGROUND SCREEN" and contains a "BGCheck Results" section. This section has four fields: "Order Status" with the value "In-Progress Candidate", "Screening Result" with the value "Pending" (indicated by an orange arrow), "Result URL" with the value "https://www.mytruescreen.com/portals/vplus.jsp?cid=11412864", and "Updated: 3/27/2026 11:18 AM" and "Created: 3/23/2026 8:44 AM".

## 26 When the Background Check is Complete, click "Advance".

The screenshot shows the same web interface as in the previous image, but with the "Screen" tab selected. The "Screening Result" field now shows "Completed" instead of "Pending". The "Result URL" field remains the same. The "Updated" and "Created" dates are also present. In the top right corner, there is a "REJECT" button and a new "ADVANCE" button (highlighted with an orange circle). Below the "ADVANCE" button, there is a smaller "Advance candidate" button.

27 Choose "Contingencies Verified" from the list.

The screenshot shows a recruitment system interface. At the top, there are navigation tabs: 'Create', 'Search', 'Library', and 'Other'. Below this is a header bar with 'Person' and a search field. The main content area displays candidate information: '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 is circled in red. A dropdown menu is open, listing various workflow statuses: 'Pre-Employment Processing', 'Contingent Offer (Faculty)', 'Pending Contingencies', 'Contingencies Verified' (highlighted with an orange circle), 'Pre-Hire Screening Initiated', 'Employment Start Date Confirmed', 'Offer Extended', 'Onboarding', and 'Onboarding Assigned'. The 'Contingencies Verified' status has a tooltip that reads 'Contingencies Verified: Pre-Employment Processing'. Below the dropdown, there is a section for 'HARD BACKGROUND SCREEN' with a 'Progress Candidate' indicator and a URL: '://www.mytruescreen.com/portals/vplus.jsp?cid=11412864'. At the bottom, there are two timestamps: '3/27/2026 11:18 AM' and '3/23/2026 8:44 AM'.

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

29

From the dashboard or candidate profile, confirm the candidate's workflow status is "Offer Extended".

The screenshot shows a candidate profile for 'Finn-TEST' in a recruitment system. The top navigation bar includes 'Create', 'Search', 'Library', and 'Other' menus, along with a search bar and a 'Person' dropdown. The candidate's details include 'Cand:Active', ID '21446', job title 'Paleontologist, New Yo...', and location 'New York, New York US'. The hiring manager is 'Amanda Malone | malonad@auburn.edu'. The workflow progress bar shows stages: Initial Review, Screening, Interview, Offer, and Hired. The 'Offer' stage is highlighted in blue, and the status 'Offer Extended' is displayed below it. The 'Experience' section shows a resume uploaded on 3/23/2026, titled '21446\_Huck\_Finn\_10388\_202603230944\_Resume.pdf'. A caution message states: '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 includes the name 'Dr. Ross E. Geller', contact information, and a professional summary.

30

Click the "Offer" tab.

The screenshot shows the same candidate profile as above, but with the 'Offer' tab selected in the navigation menu. The workflow progress bar now shows 'Offer Extended' as the active stage. The 'Experience' section and resume details remain the same. The resume content is visible, showing 'Dr. Ross E. Geller' and his professional summary.

## 31 To begin the 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	an hour ago
Fast-Full-Time		iAdmin (auburn)	
Test-Part-Time		iSupport (auburn)	

## 32 Click "Next"

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	an hour ago
Fast-Full-Time		iAdmin (auburn)	
Test-Part-Time		iSupport (auburn)	

### AU: Faculty

Category: AU: Faculty  
Owned By: Noelle Hattier  
Last used: an hour ago

Auburn Faculty Offer Template

NEXT

33

Review and edit (if necessary) the text of the offer letter. Click "Next"

offer

me: First Last

ow: Job : Job Title  
ctor FOR TRAINING PURPO

ow: Job » Department : Name  
ademic Affairs

ow: Offer Amount (Value)

ow: Pay Frequency

the degree authentication, if applicable. You are responsible for the cost of the authentication and any other services (translation, course-level articulation, etc.) and ensuring that the certificate of authentication is submitted to my office prior to your first day of employment.

After this offer letter is signed, you will begin receiving notifications to complete Onboarding tasks, which will include instructions on how to complete your portion of the I-9 employment eligibility process. We will request original documentation (from the I-9 approved list) of your eligibility to work on your first day in this position. If it is determined that you are not eligible for employment the offer will be rescinded.

In closing, I would like to welcome you to Auburn University and to the DEPARTMENT/COLLEGE!

Sincerely,

Sincerely,

Amanda Malone  
[Recruiting Workflow: Job » Supervisor : Job Title](#)

PREVIOUS NEXT

34

Click "Finish"

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**  
Your offer with Auburn University for Part-Time Instructor FOR TRAINING PURPOSES ONLY

**Body**

Hi Huck,

It is our pleasure to offer you the position of Part-Time Instructor FOR TRAINING PURPOSES ONLY.

Please click here: <https://offer-auburn.icims.com/r.jsp?oa=8602>  
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

FOR TRAINING PURPOSES ONLY

ment Start Date: May 16, 2026

PREVIOUS FINISH

35

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

Offer ID	Position Number	Foreign National	# Yes	Suffix
504	999111	No	8	00

36

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