



For
Hiring
Managers

OneUSG Connect - Careers Frequently Asked Questions

What is OneUSG Connect - Careers?

Employee recruiting is seen as the start to many Human Resources processes. Currently, University System of Georgia (USG) institutions have independent systems. The OneUSG Connect - Careers project consolidates and standardizes most institutions into one system across the USG.

Careers is a completely integrated system enabling institutions to effectively manage recruiting and talent acquisition across all employment categories. Applicants can be screened, interviewed, and hired quickly and efficiently.

What is the new hiring process using Careers?

- Step 1 – Job opening is created, approved, posted and marketed.
- Step 2 – Candidates apply for the position.
- Step 3 – Candidates are reviewed, rejected or invited to interview.
- Step 4 – Offer is created and approved.
- Step 5 – Offer communicated – applicant accepts or declines offer.
- Step 6 – Background investigation initiated.
- Step 7 – Selected candidate is hired using Manage Hires.
- Step 8 – Candidate onboarding initiated.
- Step 9 – Unsuccessful candidates notified of position status.
- Step 10 – Job opening is filled/closed.
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How do I get help using Careers?

Managers will receive training documents and FAQs prior to the system going live. .

You can also contact your institution HR department or OneUSG Connect Support by clicking the “Help” tile in OneUSG Connect, emailing sscsupport@ssc.usg.edu, or calling 1-877-251-2644.

How will I create and submit job openings?

Job posting will be completed by either hiring managers or institution Human Resources representative.

Hiring Managers will submit job opening requests in OneUSG Connect Manager Self Service using the “Open Jobs” tile. Careers training will be provided prior to going live.

How will internal applicants apply for positions?

Internal applicants will be able to apply for positions within OneUSG Connect Employee Self Service. They will access OneUSG Connect - Careers using the tile labeled “Careers.”

How should I contact an applicant to set up an interview schedule?

Applicants should be contacted by phone or email to schedule an interview. Once the agreed upon time and location are determined, schedule the interview within OneUSG Connect - Careers so the applicant receives a notification.

What communications can applicants expect during the application process?

Applicants can expect the following communications during the application process:

- Confirmation that the application was received.
- Notification that the applicant has been selected/scheduled for interview, if applicable.
- Notification that the candidate has a job offer pending, if applicable.
- Confirmation of the candidate's acceptance/rejection of the job offer, if applicable.
- Notification, after the position is filled, that the candidate was not selected for the job, if applicable.

What communications does an applicant receive during the interview process?

Applicants chosen for interviews are notified of their scheduled interview appointment and will be sent an electronic meeting invitation that can be loaded to a calendar.

Can offer letters be created, approved and accepted within Careers?

Yes. All of these processes are built in to the system and are ready to use. Careers has system-generated offer letters for every type of employee.

Does Careers allow the use of screening questions?

Yes. OneUSG Connect - Careers comes equipped with a standard set of screening questions. New customized screening questions can also be added to the database as well.

When will candidates begin the background check process?

Upon acceptance of an offer, candidates will complete a background check. Background checks are required for candidates to move further in the hiring process.