

Recruiting & Onboarding

PERSONA DESCRIPTION



- The change impacts described here are most applicable to Recruiters, Primary Recruiters, and Hiring Managers.
- This information is not exhaustive, and users are reminded to complete applicable training and review Job Aids.

KEY CHANGES

- The creation, approval, and posting of a job requisition will take place within GA@WORK.
- Recruiters will freeze or unfreeze job requisitions within GA@WORK to temporarily stop job recruiting.
- Internal employees will access the internal career site using GA@WORK and will apply for roles that way.
- Recruiters and Hiring Managers can initiate a request for a job requisition in GA@WORK.
- The background check and drug testing processes will be integrated into GA@WORK.
- Offers will be initiated and managed within GA@WORK
 - Recruiters will not rescind offers in GA@WORK; instead, they will disposition candidates with an "offer rescinded" reason.

EVERGREEN JOB REQUISITIONS

- This was formerly known as continuous recruiting.
- An Evergreen Requisition is a talent collection tool within GA@WORK that is used for a position that you always need to fill, similar to continuous open sourcing.
- Evergreen Requisitions will be managed within GA@WORK at the agency level.
- The Primary Recruiter will post the Evergreen Requisition in GA@WORK.

ONBOARDING

- In GA@WORK, there will be a standard enterprise-level onboarding for any enterprise-level onboarding tasks.
 - Agency-specific onboarding tasks will still take place at the agency level. Agency-specific onboarding information will still be managed at the agency level.
- New hires will complete onboarding electronically in GA@WORK, and the onboarding process will be initiated in GA@WORK by the HR Partner or Manager.
 - Onboarding will include a section for the HR Partner/Manager to add team members for the Employee to meet.
- The I-9 form completion process takes place entirely within GA@WORK. The Employee initiates and completes it in GA@WORK, and it is processed and reviewed all within GA@WORK.
- The process if a new hire does not show on the first day is different; the hire will need to be rescinded in GA@WORK using the Undo Move From Hire process. This is new, as previously the Employee was not entered into the system until their first day.
- A new process is that Managers have a role in the onboarding set-up.

What are benefits of recruiting and onboarding in GA@WORK?

- We are moving away from a paper-based system.
- The Hire process will take place in GA@WORK and will require minimal manual entry by transactions teams.
- The onboarding experience is a new and consistent process at the enterprise level.

What could be challenges to recruiting and onboarding to adopt GA@WORK?

- The new onboarding process is significantly different, as enterprise-wide onboarding will be managed within GA@WORK.
- Managers and Recruiters may have new responsibilities and capabilities in the candidate management process to become familiar with in GA@WORK.

What is not changing?

- Employees are still being hired and onboarded.
- We are still attracting top talent to the State of Georgia!