

- This Recruiting Crosswalk is a tool intended to help recruiting professionals navigate the change from the legacy system to GA@WORK.
- This tool is designed to be generalized, and individual agencies may have their own processes and procedures to adjust and customize its use accordingly.
- Refer to your training materials for additional details and reach out to your manager for further assistance and support. You can also send your questions to Nextgen_training@sao.ga.gov
- This is not exhaustive, remember to refer to your training materials.

Topic	Initiate/complete in Legacy/Taleo system:	Initiate/complete in GA@WORK:	Notes
Create job requisition (CI-0091) – Posting a job req	Posting a job on the Team GA Career Site or the NEOGOV/Agency career site takes place as part of creating a job requisition.	Posting a job is a separate process from creating a job requisition. Once the job requisition has been created, there will be a task to post the requisition.	The job requisition is the foundation for the job posting and recruiting candidates.
Close/freeze/unfreeze a job requisition	To complete this task in the legacy system, use the "close" or "fill" option.	<ul style="list-style-type: none"> • Closing a job requisition in GA@WORK indicates that recruitment for that position has ended. • Freezing/unfreezing temporarily pauses recruitment. • Once a position is filled, it is automatically marked as such, and manual closure is unnecessary. • Additional management options are available for new populations. 	These are terminology changes that refer to different things in GA@WORK.
Career Site	In the legacy system, SOG employees access the career site externally.	Employees will use the Jobs Hub as an internal career site where they can apply for jobs across the enterprise.	Recruiters will see an internal candidate tag on any employee applying using the internal career site. This is enterprise wide and not agency specific.
Interview ratings scale	Does not exist today as part of the recruiting process in Taleo.	There will be a new, 5-point enterprise interview rating scale that will be used to rate the overall interview process.	Rating the interview will be required as part of the Job Application Business Process.
NEOGOV Specific			
Documentation	There is an ability to attach extensive documentation.	Managers and recruiters will have the ability to add interview documentation.	<ul style="list-style-type: none"> • GA@WORK is not a document management system. • Candidate profiles will contain any documentation uploaded for the candidate during the job application process. Additional documentation of processes can be found through worker records and process history.