

## Frequently Asked Questions

### Recruiting

#### Introduction

This Frequently Asked Questions (FAQ) document is designed to answer Recruiting questions about the GA@WORK implementation.

#### Best Practice

The use of this FAQ is interactive by selecting “Ctrl” and “F” simultaneously on your keyboard and using the search box for a keyword search.

#### Question: Will the existing Question Bank be transferred to GA@WORK?

**Answer:** No, however, recruiters will still have the ability to create pre-screening questions in GA@WORK.

#### Question: How will the new hire information be entered into GA@WORK?

**Answer:** New hire information will be entered by the new hire in GA@WORK.

#### Question: Will GA@WORK show any past jobs the candidate applied for within our agency?

**Answer:** The recruiter will be able to see all State of Georgia jobs the candidate applied for in the past that were posted through GA@WORK within their agency or entity.

#### Question: Do the internal candidates in recruitment show all state agency staff as internal candidates, or just the ones internal to that agency?

**Answer:** All State employees who have access to GA@WORK are considered internal applicants and will see all State jobs posted in GA@WORK, regardless of their specific agency or entity. This means that any State of Georgia worker, from any agency or entity, will be shown as an internal candidate.

#### Question: Will this new process shorten the time frame from interview to offer?

**Answer:** The timing of the recruiting process is agency dependent, but will hopefully be improved.



**Question: Will there be any integrations in GA@WORK in recruiting?**

**Answer:** Recruiting has integrations with Vault for pre-employment drug tests and with Accurate for background checks.

**Question: Can a work schedule be included on the job advertisement?**

**Answer:** Work Shift is a required field in GA@WORK to complete when creating the job requisition. When this field is populated, it will show on the job posting. The work schedule for a selected candidate can be included on the offer letter when the recruiter creates it.

**Question: Will this system also post job requisitions to Work Source Georgia?**

**Answer:** Yes, job requisitions posted on GA@WORK will appear on the Work Source Georgia website automatically.

**Question: For hiring managers, will there be a requirement that they disclose personal relationships for the applicants they select?**

**Answer:** This type of disclosure is dictated by agency policy.

**Question: How do new hires receive benefits information?**

**Answer:** Benefits information can be attached to an offer letter when the letter is created.

**Additional Questions**

- Please visit our additional FAQs online here, <https://sao.georgia.gov/human-capital-management-faqs>
- If you have any additional questions that are not covered within this FAQ, contact the GA@WORK Recruiting Workstream lead at [hra@doas.ga.gov](mailto:hra@doas.ga.gov).