

Science at the heart of medicine

CREATING iCIMS JOB REQUISITIONS



Albert Einstein College of Medicine

EMPLOYMENT LIFECYCLE



LOGGING IN TO ICIMS

- Begin by accessing the new portal—using your Montefiore username and password credentials to log in at <http://portal.einsteinmed.yu.edu>.

ellucian. UNIVERSITY

Secure Access Login

User Name:

Password:

Warn me before logging me into other sites.
[Forgot password?](#)

[clear](#)

Welcome to Ellucian University.

This secure site provides students, faculty, staff, and other university affiliates with single sign-on access to multiple sources of campus information and services. My University provides you with full Intranet and Internet services making it easier for you to do "business" with the university. Enjoy!

What's Inside?

- Personal course data and information
- Network with advisors, faculty and peers
- Online library research
- Email, calendaring, and address books: Manage your personal, course and school email, tasks and calendars
- Communities and Collaboration: Create, manage and join group homepages for clubs, affiliations and interests
- Registration, grades, academic profile, transcripts, financial aid, pay fees & more

Languages:
[English](#) | [Spanish](#) | [French](#) | [Russian](#) | [Nederlands](#) | [Svenskt](#) | [Italiano](#) | [Urdu](#) | [Chinese \(Simplified\)](#) | [Deutsch](#) | [Japanese](#) | [Croatian](#) | [Czech](#) | [Polish](#)

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LOGGING IN TO ICIMS

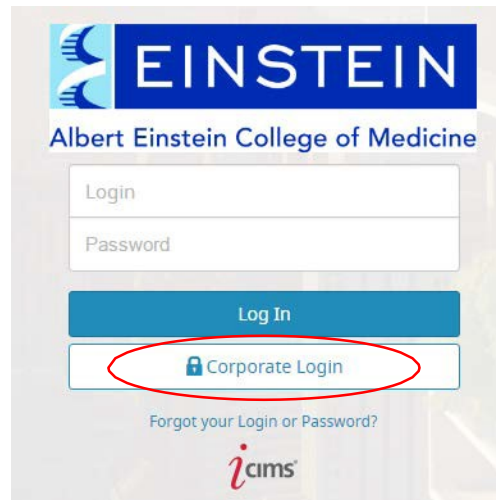
- Click onto the third link to login to iCIMS

The screenshot shows the ellucian UNIVERSITY portal. The top navigation bar includes 'Home' and 'Sites'. Below it, there are tabs for 'Home Community' and 'HOME'. The main content area is divided into two columns. The left column, titled 'Tools and Systems', contains links for 'SciQuest', 'Self Service Banner', 'iCIMS' (circled in red), and 'Kronos'. The right column contains sections for 'Luminis Announcements', 'Luminis Mail', and 'Luminis Calendar'. The 'Luminis Announcements' section shows a loading message and a table with columns for 'Subject', 'Preview', and 'Hide'. The 'Luminis Mail' section shows a 'Checking for Messages' status. The 'Luminis Calendar' section shows a calendar icon.



LOGGING IN TO ICIMS

- Click the Corporate Login Button (do not enter your credentials in the fields below)




EINSTEIN
Albert Einstein College of Medicine

Login

Password

Log In

 Corporate Login

[Forgot your Login or Password?](#)

*i*cims



LOGGING IN TO ICIMS

- You will be forwarded to the Single Sign On Access screen to login with your Montefiore AD credentials

Montefiore

SIGN IN WITH YOUR MONTEFIORE ACCOUNT

Login ID:

Password:

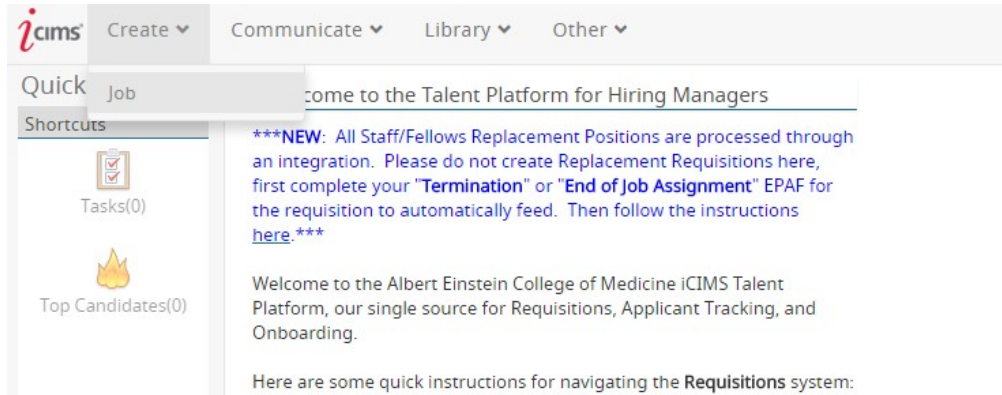
Log On



CREATING NEW REQUISITIONS

- **Step 1: Create a new Requisition and route for approval**

- 1. Click **New Job** on the top toolbar.



The screenshot shows the iCIMS Talent Platform interface. At the top, there is a navigation bar with the iCIMS logo and four dropdown menus: 'Create', 'Communicate', 'Library', and 'Other'. The 'Create' dropdown is open, showing a 'Quick Job' button and a link to 'Welcome to the Talent Platform for Hiring Managers'. Below the navigation bar, there is a 'Shortcuts' section with two items: 'Tasks(0)' and 'Top Candidates(0)'. To the right of the 'Quick Job' button, there is a text box with the following content:

*****NEW:** All Staff/Fellows Replacement Positions are processed through an integration. Please do not create Replacement Requisitions here, first complete your **"Termination"** or **"End of Job Assignment"** EPAF for the requisition to automatically feed. Then follow the instructions [here](#).***

Welcome to the Albert Einstein College of Medicine iCIMS Talent Platform, our single source for Requisitions, Applicant Tracking, and Onboarding.

Here are some quick instructions for navigating the **Requisitions** system:



CREATING NEW REQUISITIONS

- **Step 1: Create a new Requisition and route for approval**
 - 2. Click in the **Template** field and type in key word of Job Title, then hit enter.
 - 3. Click on the drop down arrow and select the appropriate match from the Search Results.
 - 4. Complete all required and relevant fields, then click the Next button.
 - 5. Move to complete all required sections, then click the Finish button.

Create New Job

General Information

Template*

ID

Position Number

Job Folder

Hire Type*

Former Incumbent Base Salary

If this is a staff replacement position, have the job duties or requirements significantly changed? (If selecting Yes, please include Compensation on Routing)

Title*

Faculty Title (Einstein Only)

Academic Track (Einstein Only)

Search Results (Too Many Results, Only the First 100 Displayed)

- Academic Advisor
- Academic Appointments Representative
- Academic Computing Coordinator
- Accounting Manager
- Administrative Assistant
- Administrative Coordinator
- Administrative Project Manager
- Administrative Secretary VII
- Administrative Secretary VII
- Administrator



CREATING NEW REQUISITIONS

- **Step 2: Initiate the Approval Process**
 - 1. Must search from the *Global Lists* first for the appropriate approval list.

The screenshot shows a web form titled "Edit Approval List". At the top right, there are buttons for "Cancel", "Save", and "Save & Begin Approval". The main content area contains an information icon and text: "You have marked this job as pending approval. Please create a list of managers that must approve this job: Please remember to reset/restart the process if you have made a change after the initial approval was completed." Below this is a section for "Approval Email" with a link to "Edit Default Message" and a note: "Note: If you do not customize the default message, the template for this approval type will be used." The "Add Approvers" section features a dropdown menu currently set to "Global Approval List" and a "Clear List" button. A search box with the placeholder "Type to Search" is open, showing a list of options: "Make a Selection", "Einstein Positions - New", and "Einstein Positions - Replacement".



CREATING NEW REQUISITIONS

- **Step 2: Initiate the Approval Process**

- 2. From the Search *Approvers* field, select and add the most senior approver in your department.
- 3. Use the grip icon to the left of the name to *drag the approver into the first line*.

Approval Email [Edit Default Message](#)

Note: If you do not customize the default message, the template for this approval type will be used.

Add Approvers

Person

Clear List

— Make a Selection —

	Approver	Email	
⋮	👤 Michele Russo	michele.russo@einstein.yu.edu	✖
⋮	👤 Natasia Forbes	natasia.forbes@einstein.yu.edu	✖
⋮	👤 Bianca Tartarone	bianca.tartarone@einstein.yu.edu	✖



CREATING NEW REQUISITIONS

- **Step 2: Initiate the Approval Process**
 - 4. Click the *Save & Begin Approvals* button at the top of the Approval List section

Edit Approval List

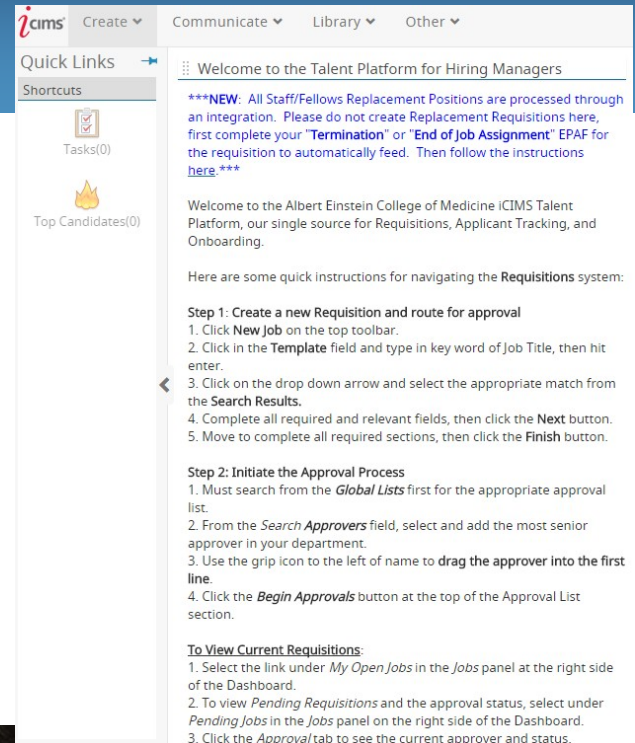
i You have marked this job as pending approval. Please create a list of managers that must approve this job:

Please remember to reset/restart the process if you have made a change after the initial approval was completed.



ICIMS DASHBOARD

- On the dashboard, there are these instructions as well in case you need to refer back to any of this information



icims Create ▾ Communicate ▾ Library ▾ Other ▾

Quick Links →

Shortcuts

- Tasks(0)
- Top Candidates(0)

Welcome to the Talent Platform for Hiring Managers

*****NEW:** All Staff/Fellows Replacement Positions are processed through an integration. Please do not create Replacement Requisitions here, first complete your **"Termination"** or **"End of Job Assignment"** EPAF for the requisition to automatically feed. Then follow the instructions [here](#).***

Welcome to the Albert Einstein College of Medicine ICIMS Talent Platform, our single source for Requisitions, Applicant Tracking, and Onboarding.

Here are some quick instructions for navigating the **Requisitions** system:

Step 1: Create a new Requisition and route for approval

1. Click **New Job** on the top toolbar.
2. Click in the **Template** field and type in key word of Job Title, then hit enter.
3. Click on the drop down arrow and select the appropriate match from the **Search Results**.
4. Complete all required and relevant fields, then click the **Next** button.
5. Move to complete all required sections, then click the **Finish** button.

Step 2: Initiate the Approval Process

1. Must search from the **Global Lists** first for the appropriate approval list.
2. From the **Search Approvers** field, select and add the most senior approver in your department.
3. Use the grip icon to the left of name to **drag the approver into the first line**.
4. Click the **Begin Approvals** button at the top of the Approval List section.

To View Current Requisitions:

1. Select the link under **My Open Jobs** in the **Jobs** panel at the right side of the Dashboard.
2. To view **Pending Requisitions** and the approval status, select under **Pending Jobs** in the **Jobs** panel on the right side of the Dashboard.
3. Click the **Approval** tab to see the current approver and status.



iCIMS DASHBOARD

- On your dashboard, you will also be able to see your positions that are pending, open, closed, etc. If you do not see them, please click on "view more positions" for a full list.

The screenshot shows the iCIMS dashboard for the Albert Einstein College of Medicine. At the top, there are navigation tabs: 'Create', 'Communicate', 'Library', and 'Other'. Below this is a 'Quick Links' section with 'Shortcuts' containing 'Tasks(0)' and 'Top Candidates(0)'. The main content area is titled 'Welcome to the T' and contains a message about new replacement positions, instructions for termination and assignment, and a list of quick instructions for navigating the Requisitions system. On the right side, there is a 'Jobs' section with a list of job categories and their status: 'Pending Jobs' (No Results), 'My Open Jobs' (No Results), 'My Open Admin Jobs' (No Results), 'My Pending Admin Jobs' (No Results), 'My Closed Admin Jobs' (No Results), 'All Jobs as Recruiter' (No Results), 'My Created Jobs' (No Results), and 'My Closed Jobs'.

Quick Links

Shortcuts

Tasks(0)

Top Candidates(0)

Welcome to the T

NEW: All Staff/Fellows Replacement Positions are processed through an integration. Please do not create Replacement Requisitions here, first complete your **"Termination"** or **"End of Job Assignment"** EPAF for the requisition to automatically feed. Then follow the instructions [here](#).

Welcome to the Albert Einstein College of Medicine iCIMS Talent Platform, our single source for Requisitions, Applicant Tracking, and Onboarding.

Here are some quick instructions for navigating the **Requisitions** system:

Step 1: Create a new Requisition and route for approval

1. Click **New Job** on the top

Jobs

Pending Jobs
No Results

My Open Jobs
No Results

My Open Admin Jobs
No Results

My Pending Admin Jobs
No Results

My Closed Admin Jobs
No Results

All Jobs as Recruiter
No Results

My Created Jobs
No Results

My Closed Jobs



Questions?

Please contact Human Resources Talent Acquisition

718.430.3327

