CREATING iCIMS JOB REQUISITIONS
Need for new or replacement position is conveyed by department to Recruitment or Compensation.

Requisition analysis and budget approval processed through ICMIS.

Recruitment team sources and fills the position in ICMIS.

Recruitment sends HR Technology (HRT) the necessary hiring and onboarding information.

Workflow automatically activates employee e-mail. Credentials will be sent to admin from MIT.

EPAF is applied and exiting process begins (includes system and security deactivation).

End of Assignment or Termination EPAF is initiated by department.

HRT enters information into banner after department confirms.
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.
LOGGING IN TO iCIMS

• Click onto the third link to login to iCIMS
LOGGING IN TO ICIMS

• Click the Corporate Login Button (do not enter your credentials in the fields below)
LOGGING IN TO ICIMS

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

• Step 1: Create a new Requisition and route for approval
  • 1. Click **New Job** on the top toolbar.

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

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

<table>
<thead>
<tr>
<th>Approver</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michele Russo</td>
<td><a href="mailto:michele.russo@einstein.yu.edu">michele.russo@einstein.yu.edu</a></td>
</tr>
<tr>
<td>Natasia Forbes</td>
<td><a href="mailto:natasia.forbes@einstein.yu.edu">natasia.forbes@einstein.yu.edu</a></td>
</tr>
<tr>
<td>Bianca Tartarone</td>
<td><a href="mailto:bianca.tartarone@einstein.yu.edu">bianca.tartarone@einstein.yu.edu</a></td>
</tr>
</tbody>
</table>
CREATING NEW REQUISITIONS

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

  • 4. Click the **Save & Begin Approvals** button at the top of the Approval List section

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**Edit Approval List**

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

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.

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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
Questions?

Please contact Human Resources Talent Acquisition

718.430.3327