Extended/Posting a Job Offer to Applicant

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Step 1: Login

Go to MyHR.FIU.edu and login using your My Accounts credentials.



Step 2: Search Job Openings

On the top right corner, click on the Navigator Menu



On the Navigator: Main Menu, click on Recruiting > <u>Search</u> Job Openings



Search your job opening and click on the Job Opening title link to open the applicant pool:

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Recrui	iting Home 🗃 Browse Job Openings 🔍 Cr	eate Job Opening	🛛 👼 Search Jol	Postings							
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Results F	ound										
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elect	Job Opening	Job ID	Status	Туре	Category	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
0	Student Assistant POOL (MMC)	515579	Open	Standard Requisition	0	Modesto A. Maidique Campus			569		07/20/2018

Step 3: Prepare Job Offer

Locate the selected candidate (disposition will be in "Offer" status) and click, other actions > recruiting actions > prepare job offer:



Step 4: Generate Student Offer Letter

Note: Can only generate once. Save offer letter on your computer for your records if needed.

Leave the "Date Printed" blank, as this pre-populates after the letter is generated.

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Check "notify applicant", then click "post" to extend official job offer and letter:

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Job Ope	ting 530406	Student no	ovice	6	Ð		Bu	siness Unit	AACAS					Submit
Position Nur	iber	Chudanta						Offer Date	02/14/2024				2	E Post
Hiring Man	ode 9194	John O'Mr	ara					End Date	02/20/2024				_	Unpost
Recr	liter 6178649	Robert Ric	celli				Offer Exp	iration Date	02/24/2024	ł				Add Revised Offer
SI	atus 010 Extend						App	olicant Type	External Ap	plicant				Edit Offer
Re	son						Regist	ered Online	Yes	4	10 x x x x			Accept Offer
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Note: Review the preview, then click "submit" and it will send job offer notification to the applicant.

				Post On	line Job Offer			×	🔺 Q 💊
Offer Details Appr	ovals	Review and Submit pos page and edit the offer. Offer Details	ting for this online	job offer if the information is	correct. To make cha	inges, select Cancel	to return to the offer		
Job Openin Position Numbe Job Cod Hiring Manage Recruit Statu Reaso Created E	g 530406 r 2 9194 r 2929807 r 6178649 s 010 Extend r y Robert Ricelli	Aj Po Offer E	Applicant Name Applicant ID Job Opening sition Number Job Code Offer Date Start Date Start Date Status Reason	863721 530406 Studi 9194 02/14/2024 02/28/2024 02/28/2024 010 Extend	ent novice			br	 Save as Draft Submit Post Post Unpost Delete Offer Delete Offer Accept Offer
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Note: The applicant gets an automated generic email only to login and accept the offer. They will require the additional Email correspondence in the next step based on new hire sign-on (SO) or returner (R) status.

Step 5: Email Applicant

To email applicant additional on-boarding instructions required, click "Email Applicant". The Subject will be "**Job Offer @ FIU**":

					Р	repare Job O	ffer						<u>ନ</u> ସ	~
Recruite Status Reasor Created B	er 6178649 is 010 Extend in ly Robert Ricelli	Robert Ri	celli			Offer Exp Ap Regis Prefe	piration Date oplicant Type stered Online rred Contact	02/24/2024 External A Yes Not Specifi	4 pplicant ied	🖾 Notify	Applicant		Delete Offer Edit Offer Accept Offer	
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Comments ⑦ Added By Last Updated By			4 1 of	1 • • • Vi	ew All	Attachmen Type Attachmen	ts ⑦ t (Description Offer Letter		Details 2024-02-14-1	13.54.45.0000007 Add (Action Required	

Letter email instructions for new hires to FIU or those inactive for 1 year or more only *TAM marks them in the offer comments as "SO", and these will appear in the applicant grid column as "Y" to "Sign-On Required":

Prepare Job Offer			Send Correspondence
end Correspondend	e		
cipients			
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	Applicant Name	Job Opening	
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Message Type and Meth	bo		
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ttachments File Name 1020-08-10-19.11.05.000000 Add Attachment	Descriptio	n rr î	

Letter email instructions for returner/new job record or those active less than 1 year ago only

*TAM marks them in the offer comments as "R", and these will appear in the applicant grid column as "N" to "Sign-On Required":

				Send Corresponder
end Correspo	ndence			
	lacinos			
cipients			↓ 1-1 of 1 ¥ ► ► View All	
	Applicant	Name	Job Opening	
			No Job Opening Selected	
Message Type an	d Method			
*Conta	ct Method Email		•	
	Letter		~	
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Recipient Informa	tion			
То	Ctudenti	Temp. Job Offer New St		
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Bcc			Find	
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Edit expiration date:

Once posted, the applicant MUST accept the offer before it expires and before they can start working on the offer letter start date. If they do not, then the offer details start date and offer letter start date must be pushed back.

For any offer edits, such as if the offer expired and the start date needs to be pushed back:

You must first click "Unpost" to take back the offer notification to them. Then click "Edit Offer" to make changes to start date, expiration date, and offer letter.

Unpost -> Edit Offer -> Make Changes -> Submit -> Notify Applicant and Post

Dffer Letter	r?) etter Studen	t Appointmer	nt Offer Lett		Date	Printed 01/25/2024
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Ap Regis	plicant Type tered Online	External Ap Yes	oplicant			 Delete Offer Edit Offer
Offer Exp	piration Date	02/01/2024				Add Revised Offer
	End Date	02/01/2021				Unpost
	Start Date	01/25/2024	ł			i≝ Post
D	Offer Dete	AAHOS				Submit

Attachments ?

Note: To upload the corrected offer letter saved to your computer, you must "Edit Offer" to delete the older letter, click submit, then click the Upload Letter button to add corrected letter.

Step 6: Accept automated notification email

The recruitment liaison who posted the job opening and any other added hiring managers will receive an automated email notification once the applicant accepts the job offer online:



Applicant Name	Applicant ID	Туре	Vet Pref	Nepotism	Disposition -
Student Assistant	717026	External	N	Y	Accepted
Jane Doe	717025	External	N	Y	Applied
Test Case	679867	External	N	N	Applied
CAROL HERNANDEZ	663565	External			Linked
salenda bowe	663674	External			Linked
Yameli Flores	664483	External			Linked
Alexandra Robles- Cruz	664574	External			Linked
Alvin Quilez	664057	External			Offer

The recruitment liaison who posted the job opening will receive an automated email notification once the applicant submits their online sign-on packet.

The recruitment liaison should follow-up to ensure that the applicant completes and submits their supplemental paperwork (loyalty oath, W-4, I-9) with SSC, photo ID, and any applicable work authorization documents in HR-PC224 OR BBC HR-HL320.

Step 7: Ready to hire automated email notification

Once the online sign-on packet and I-9 are submitted, as well as any supplemental paperwork, TAM will prepare for hire. You will receive the automated email notification and see the disposition status of your applicant update to "Ready".

This indicates they can start but are pending to be processed in the system by Employee Records based on the pay period deadline they met. You can call HR Customer Service Center at 7-2181 to check any status after this:

Return	Recruiting Hom	ne Save 🌇 Search	1 Job Openings	s ∔∭Next t	S Create	New 변월 Clone	🗘 Re	fresh 🕼 Add	Note [] No	Category AP	int Job Opening			Personaliz
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Applicants	Activity & Attac	chments Details]											
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Applicants	(?)													
Select	Shortlist	Applicant Name	Applicant ID	Туре	Vet Pref	Nepotism	Disp	osition	Panther I	D Academic P	rogram/Plan	Total Credits Completed	Academic Career	Credits
	•	Student Assistant	717026	External	N	Y	Rea	dy	3003668	UGBU/Manage Systems - BBA	ement Info	111	Undergrad	12.0
Select /	All Deselect A	II - Group Ad	otions				-							

Step 8: Disposition definitions

- **Hold**= Posting is about to close because you are hiring more <u>Target Openings</u> than you specified when creating the job posting OR applicant is about to be hired in another job posting.
 - If it is because of the <u>Target</u> Openings, update this accordingly. However, do not change <u>Available</u> Openings, as it adds or subtracts based on the number of applicants hired so far from <u>Target Opening</u> number.
- **Interview**= The status you should have updated the applicant into to show competitive search.
- **Preliminary Offer Decided**= The offer has been submitted for approval and is pending at any level and/or Level II (L2) background was initiated and is pending completion and/or results for candidate.
 - **BG**=background check & **FP**=fingerprinting check.
- Offer= Cleared and approved by all levels in the approval workflow tab and ready for you to generate letter and extend, per the automated notification email you will receive.
- Offer accepted= Candidate accepted the offer, but this does not mean they completed/submitted new hire paperwork. You should follow up to ensure they do, if marked in offer comments as "SO" ("R" is a returner who only needs to accept to start).
- **Ready**= On-boarding completed in TAM and pending to be processed in Employee Records based on pay period deadline they met.

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• **Hired**= Employee Records has entered the candidate on payroll. The Supervisor and department HR Liaison will receive the "FIU MyAccounts HR On-Boarding Automated Notification Program" email from the IT department 24 hours after this (or after start date on offer letter).