

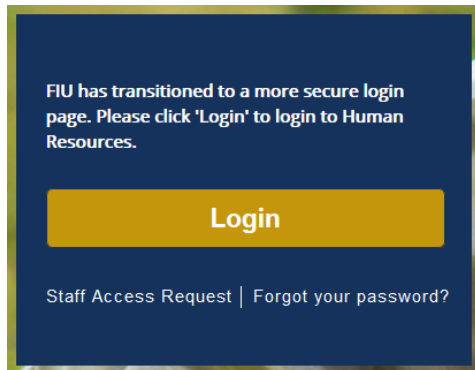
Extended/Posting a Job Offer to Applicant

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Step 1: Login

Go to [MyHR.FIU.edu](https://myhr.fiu.edu) and login using your My Accounts credentials.

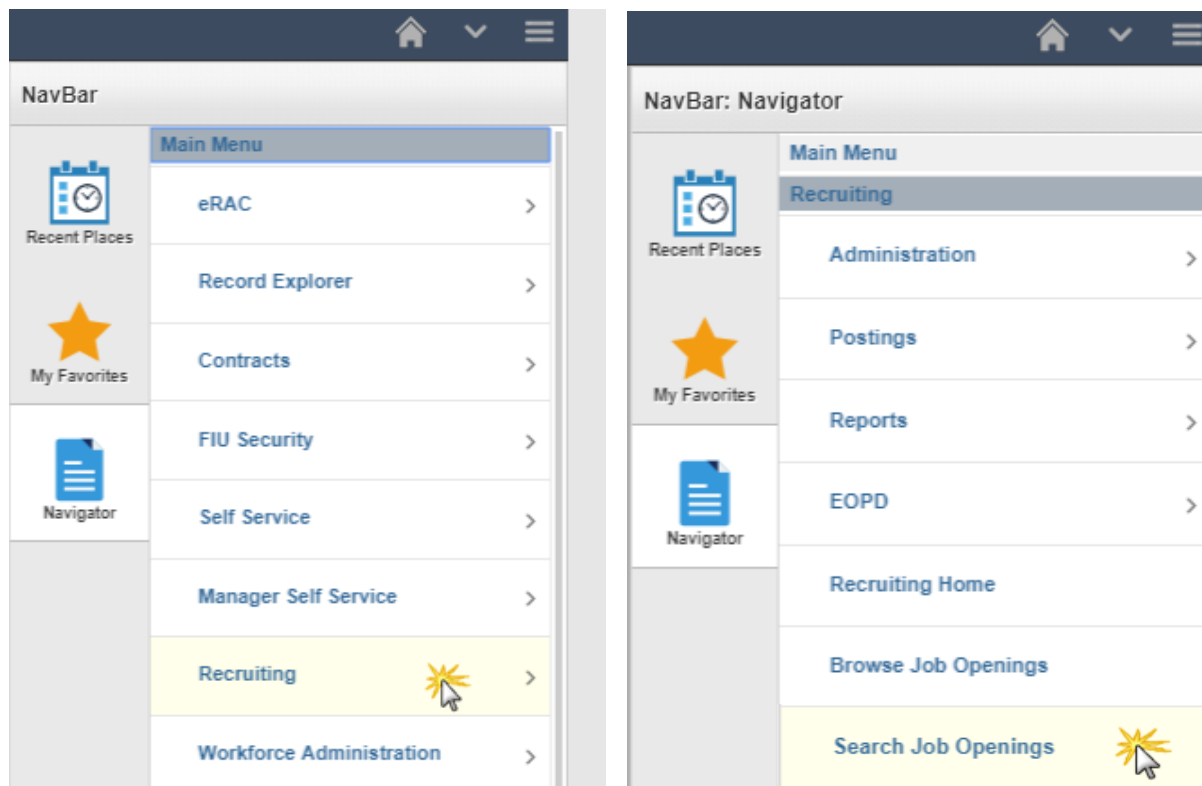


Step 2: Search Job Openings

On the top right corner, click on the Navigator Menu



On the Navigator: Main Menu, click on Recruiting > **Search** Job Openings



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

Toolkit 3

Search Job Openings

[Recruiting Home](#) | [Browse Job Openings](#) | [Create Job Opening](#) | [Search Job Postings](#)

Search Criteria ?

1 Results Found

Search Results ?

Select	Job Opening	Job ID	Status	Type	Category	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
<input type="checkbox"/>	Student Assistant POOL (MMC)	515579	Open	Standard Requisition	<input type="checkbox"/>	Modesto A. Maidique Campus			569		07/20/2018

Select All Deselect All Group Actions

Step 3: Prepare Job Offer

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

		<input type="checkbox"/>	04/16/2018 5:42PM	Other Actions
		<input type="checkbox"/>	04/16/2018 5:50PM	Other Actions
<div>Create Interview Evaluation</div> <div>Prepare Job Offer</div> <div>Edit Disposition</div>				<div>Recruiting Actions</div> <div>Applicant Actions</div>
		<input type="checkbox"/>	04/16/2018 5:54PM	Other Actions
		<input type="checkbox"/>	04/16/2018 5:54PM	Other Actions

Toolkit 3

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.

Offer Details | Approvals

Job Opening: 530406, Student novice
Position Number: 9194, Student novice
Job Code: 9194, Student novice
Hiring Manager: 2929807, John O'Mara
Recruiter: 6178649, Robert Ricelli
Status: 010 Extend
Reason: 010 Extend
Created By: Robert Ricelli

Business Unit: AACAS
Offer Date: 02/14/2024
Start Date: 02/28/2024
End Date: 02/24/2024
Offer Expiration Date: 02/24/2024
Applicant Type: External Applicant
Registered Online: Yes
Preferred Contact: Not Specified
☐ Notify Applicant

Save as Draft
Submit
Post
Unpost
Add Revised Offer
Delete Offer
Edit Offer
Accept Offer

Combo Code	Distrb %	Project End Date	Edit Chartfields	Project	Activity Nbr
1 000015187	100.000		Edit Chartfields		1560020004

Job Offer Components

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Salary-Hourly	12.0000000	Cas h	USD	Hourly

Offer Letter

Letter: Student Appointment Offer Lett
Generate Letter | Upload Letter | Date Printed:
Email Applicant

Comments

Offer Attachments

No attachments have been added to this offer.

Add Applicant Attachment | Add Organizational Attachment

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

Offer Details | Approvals

Job Opening: 530406, Student novice
Position Number: 9194, Student novice
Job Code: 9194, Student novice
Hiring Manager: 2929807, John O'Mara
Recruiter: 6178649, Robert Ricelli
Status: 010 Extend
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Applicant Type: External Applicant
Registered Online: Yes
Preferred Contact: Not Specified
☒ **Notify Applicant**

Save as Draft
Submit
Post
Unpost
Add Revised Offer
Delete Offer
Edit Offer
Accept Offer

Combo Code	Distrb %	Project End Date	Edit Chartfields	Project	Activity Nbr
1 000015187	100.000		Edit Chartfields		1560020004

Job Offer Components

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Salary-Hourly	12.0000000	Cas h	USD	Hourly

Offer Letter

Letter: Student Appointment Offer Lett
Date Printed: 02/14/2024
Generate Letter | Upload Letter | Email Applicant

Comments

Attachments

Type	Description	Details	Action Required
Attachment	Offer Letter	2024-02-14-13:54:45.0000007...	<input type="checkbox"/>

Note: Review the preview, then click “submit” and it will send job offer notification to the applicant.

Toolkit 3

Search Applications

Offer Details

Approvals

Job Opening 530406

Position Number

Job Code 9194

Hiring Manager 2929807

Recruiter 6178649

Status 010 Extend

Reason

Created By Robert Ricelli

Job Offer Components

Component	Offer Amount
Base Salary-Hourly	12.000000

Comments

Post Online Job Offer

Review and Submit posting for this online job offer if the information is correct. To make changes, select Cancel to return to the offer page and edit the offer.

Offer Details

Applicant Name

Applicant ID 863721

Job Opening 530406 Student novice

Position Number

Job Code 9194

Offer Date 02/14/2024

Start Date 02/28/2024

Offer Expiration Date 02/24/2024

Status 010 Extend

Reason

Job Offer Components

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Salary-Hourly	12.000000	Cash	USD	Hourly

Attachments

Type	Description	Details	Action Required
Attachment	Offer Letter	2024-02-14-13 54 45 00000007...	

Submit

Cancel

Save as Draft

Submit

Post

Unpost

Add Revised Offer

Delete Offer

Edit Offer

Accept Offer

Date Printed 02/14/2024

Email Applicant

Action Required

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”**:

Search Applications

Recruiter 6178649

Status 010 Extend

Reason

Created By Robert Ricelli

Prepare Job Offer

Offer Expiration Date 02/24/2024

Applicant Type External Applicant

Registered Online Yes

Preferred Contact Not Specified

Notify Applicant

Combo Code	Distrb %	Project End Date	Edit Chartfields	Project	Activity Nbr
1 000015187	100.000		Edit Chartfields		1560020004

Job Offer Components

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Salary-Hourly	12.000000	Cash	USD	Hourly

Comments

Offer Letter

Letter Student Appointment Offer Lett

Generate Letter

Upload Letter

Email Applicant

Date Printed 02/14/2024

Attachments

Type	Description	Details	Action Required
Attachment	Offer Letter	2024-02-14-13 54 45 00000007...	

Add Applicant Attachment

Add Organizational Attachment

5 | Page

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”:**

Send Correspondence

Recipients

ID	Applicant Name	Job Opening
		No Job Opening Selected

Message Type and Method

*Contact Method: Email

Letter: Student/Temp Job Offer New SO
Student/Temp Job Offer Return

Recipient Information

To:

Cc: hiringman: Find

Bcc: Find

☒ Include Interested Parties

Sender Information

From:

Message

2 *Subject: Job Offer @ FIU

*Access: Public

*Message:

Attachments

File Name	Description	
2020-08-10-19.11.05.0000005...	Offer Letter	

Add Attachment

3 Preview 4 Send Cancel

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 Correspondence

Send Correspondence

Recipients

ID

Applicant Name

Job Opening

No Job Opening Selected

Message Type and Method

*Contact Method

Email

Letter

Recipient Information

To

Cc

Bcc

Include Interested Parties

Student/Temp Job Offer New SO

Student/Temp Job Offer Return

Find

Find

Sender Information

From

Message

*Subject

Job Offer @ FIU

*Access

Public

*Message

Attachments

File Name

Description

2020-08-10-19.11.05.0000005...

Offer Letter

Add Attachment

3 Preview

4 Send

Cancel

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

Business Unit

AAHOS

Offer Date

01/25/2024

Start Date

02/01/2024

End Date

Offer Expiration Date

02/01/2024

Applicant Type

External Applicant

Registered Online

Yes

Preferred Contact

Not Specified

☐ Notify Applicant

Save as Draft

Submit

Post

Unpost

Add Revised Offer

Delete Offer

Edit Offer

Combo Code	Distrb %	Project End Date	Edit Chartfields	Project	Activity Nbr
00034251	100.000		Edit Chartfields		2700020010

Offer Letter ?

Letter

Student Appointment Offer Lett

Date Printed

01/25/2024

Generate Letter

Upload Letter

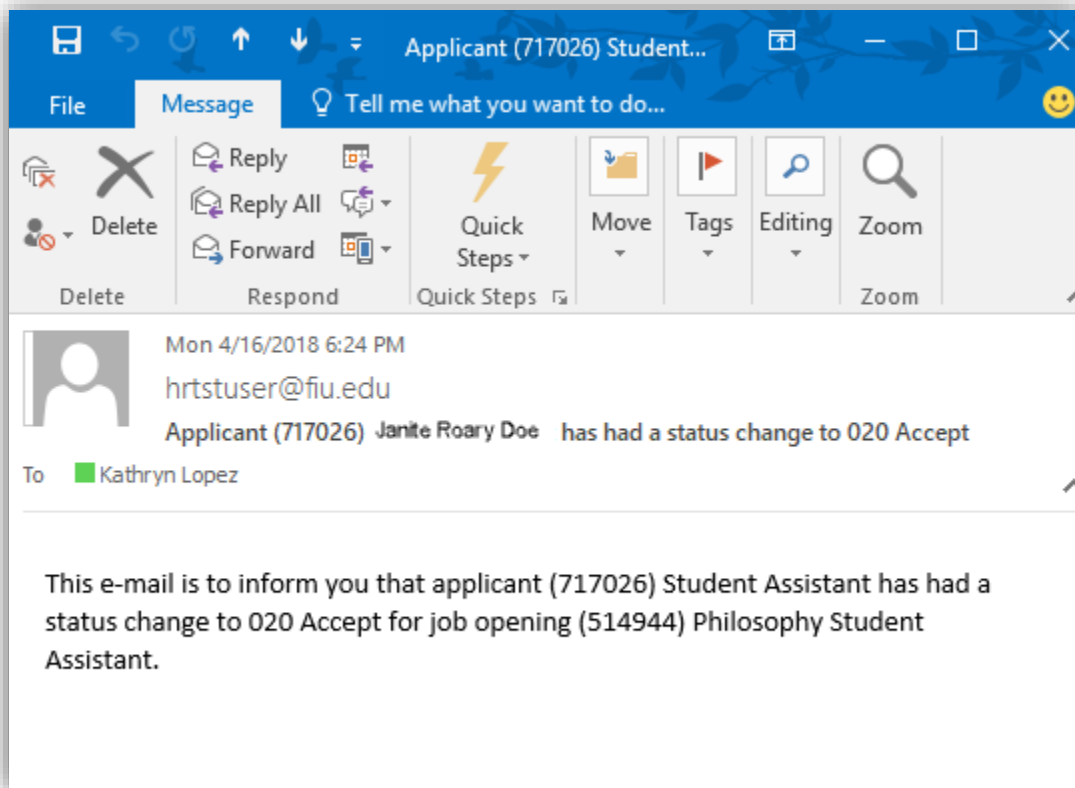
Email Applicant

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	Type	Vet Pref	Nepotism	Disposition
Student Assistant	717026	External	N	Y	Accepted
Jane Doe	717025	External	N	Y	Applied
Test Case	679887	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.

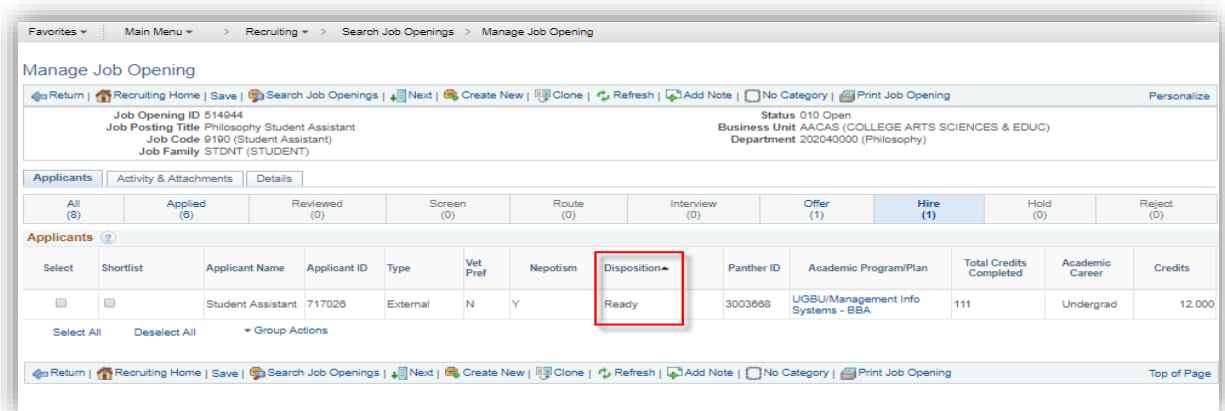
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The recruitment liaison should follow-up to ensure that the applicant completes and submits their supplemental paperwork (loyalty oath, W-4, I-9) with SSC, photo ID, and any applicable work authorization documents in HR-PC224 OR BBC HR-HL320.

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:



Step 8: Disposition definitions

- **Hold**= Posting is about to close because you are hiring more Target Openings 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 Target Openings, update this accordingly. However, do not change Available Openings, as it adds or subtracts based on the number of applicants hired so far from Target Opening 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).