

# Creating a Job Offer

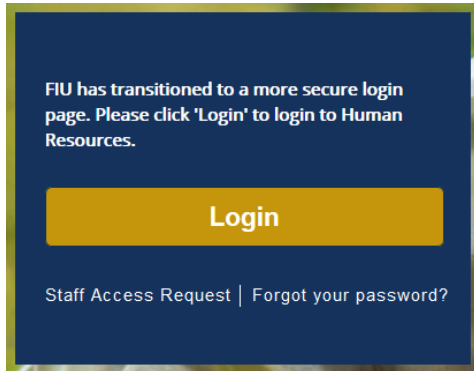
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## Toolkit 2

### Step 1: Login

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

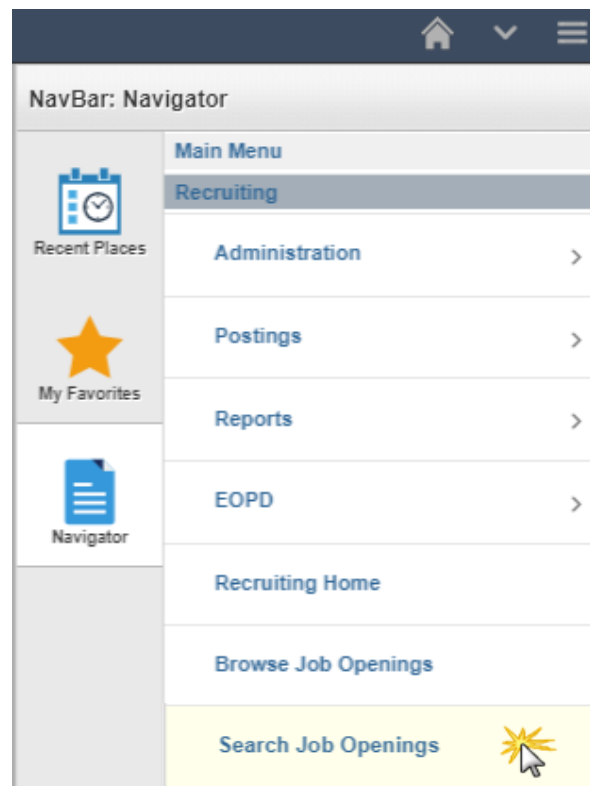
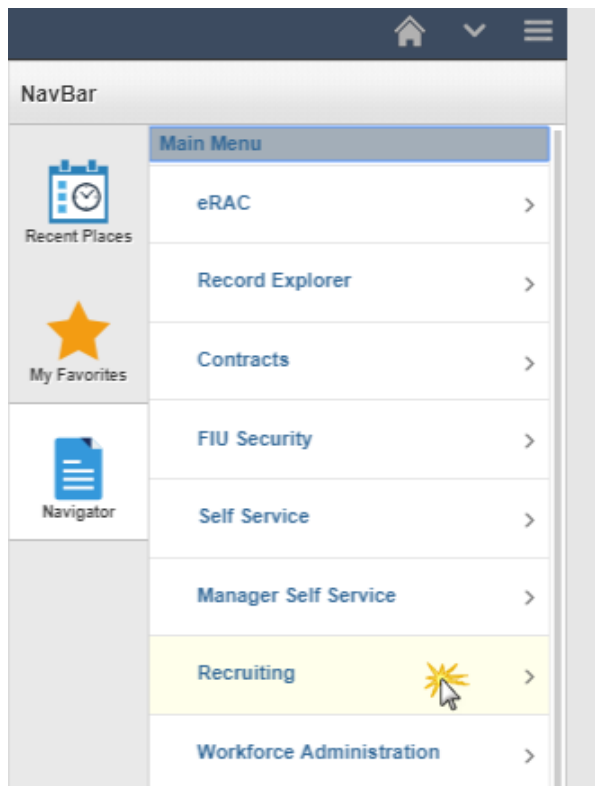


### Step 2: Search Job Openings



On the top right corner, click on the Navigator Menu

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



### Search Job Openings

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

▼ **Search Criteria** ?

Job Posting Title

Job Opening ID

Status **Open** ▼

Category  ▼

Most Recent Activity  ▼

Job Opening Type  ▼

Hot Job  ▼

My Association  ▼

Hiring Manager

Recruiter

Created By

Business Unit

Department

Position Number

Recruitment Contact  ▼

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

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"/>	<a href="#">Student Assistant POOL (MMC)</a>	515579	Open	Standard Requisition	<input type="checkbox"/>	Modeslo A. Maidique Campus			569		07/20/2018

▼

## Toolkit 2

### Step 3: Identify Pre-Interview List on Shortlist

You will use this section to identify your pre-interview list.

The screenshot shows the 'Manage Job Opening' interface. At the top, there is a navigation bar with links for Return, Recruiting Home, Save, Search Job Openings, Create New, Clone, Refresh, and Add Note. Below this, the job opening details are displayed: Job Opening ID, Job Posting Title (Temporary Office Assistant), Job Code (0043 (Temp Administrative Support)), and Job Family (TEMP (TEMPORARY)).

The main content area has a tabbed interface with 'Applicants' selected. Below the tabs, there is a summary row showing 'All (10)', 'Applied (0)', 'Reviewed (0)', 'Screen (10)', and 'Route (0)'. The 'Applicants' section includes a search icon and a table of applicants.

Select	Last Updated	Shortlist	Applicant Name	Disposition
<input type="checkbox"/>	07/09/2021 3:49PM	<input type="checkbox"/>	▼ Other Actions	Screen
<input type="checkbox"/>	07/09/2021 3:49PM	<input type="checkbox"/>	▼ Other Actions	Screen
<input type="checkbox"/>	07/09/2021 3:49PM	<input type="checkbox"/>	▼ Other Actions	Screen
<input type="checkbox"/>	07/13/2021 1:53PM	<input type="checkbox"/>	▼ Other Actions	Screen
<input type="checkbox"/>	07/09/2021 3:49PM	<input type="checkbox"/>	▼ Other Actions	Screen
<input type="checkbox"/>	07/13/2021 1:53PM	<input type="checkbox"/>	▼ Other Actions	Screen
<input type="checkbox"/>	07/09/2021 3:49PM	<input type="checkbox"/>	▼ Other Actions	Screen
<input type="checkbox"/>	07/09/2021 3:49PM	<input type="checkbox"/>	▼ Other Actions	Screen
<input type="checkbox"/>	07/09/2021 3:49PM	<input type="checkbox"/>	▼ Other Actions	Screen
<input type="checkbox"/>	07/09/2021 3:49PM	<input type="checkbox"/>	▼ Other Actions	Screen

At the bottom of the table, there are buttons for 'Select All', 'Deselect All', and 'Group Actions'.

### Step 4: Interview Disposition Update

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

## Toolkit 2

Search Job Openings

Recruiting Home | Browse Job Openings | Create Job Opening | Search Job Postings

Search Criteria

1 Results Found

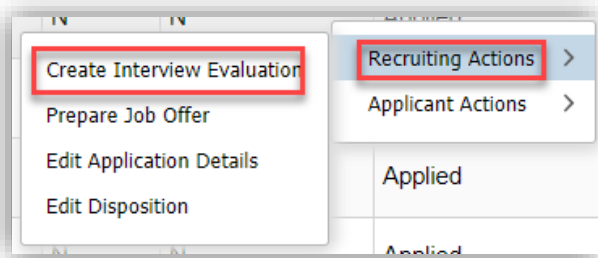
Search Results

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		Modesto A. Maidique Campus			569		07/20/2018

Select All Deselect All Group Actions

**The interview information must be entered for any candidate interviewed and the finalist as required BEFORE a job offer is created.**

- TAM Recruitment Liaisons role:
  - Other Actions>Recruiting Actions>Create Interview Evaluation
- TAM Hiring Manager role:
  - Interview icon



Manage Job Opening Interview Evaluation

Submit Save as Draft Return

Name Alexis Sanchez  
Applicant ID 782292  
Status 010 Active

Job Posting Title Temporary Desk Assistant  
Job Opening ID 520923  
Job Opening Status 010

Interview Evaluation

Interview Date 09/15/2020  
Interview Type

Recommendation

Overall Rating  
Recommendation

Comments

Interview Ratings

Category Communication Skills  
Interview Rating Score 0  
Comment

Category Education/Training  
Interview Rating Score 0  
Comment

Category Work Experience  
Interview Rating Score 0  
Comment

# Toolkit 2

Resume	Interest	Mark Reviewed	Route	Interview	Reject	Print	Qualified	Last Updated	
	☆☆☆X						<input type="checkbox"/>	11/15/2018 5:43PM	▼ Other Actions
	☆☆☆X						<input type="checkbox"/>	11/14/2018 12:05PM	▼ Other Actions
	☆☆☆X						<input type="checkbox"/>	11/13/2018 6:13PM	▼ Other Actions

< Manage Job Opening
Interview Schedule

**Interview Schedule**

Submit
Save as Draft
Return
Personalize

Job Opening ID 516438

Job Opening Status 010 Open

Submitted No

Business Unit RSRCH (RESEARCH)

Job Posting Title Student novice

▼ **Ashley Abraham**

Applicant ID 683488

Preferred Contact Phone

Applicant Type External Applicant

▼ **Interview 1 - Date Not Entered**

\*Date 10/24/2018

\*Start Time 9:00AM

\*End Time 9:30AM

\*Time Zone EST

Interview Type

Applicant Response None

Initiator Stephanie Felime

Notify Applicant

Notify Interview Team

**Interviewers**

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response	Comments	Availability	Notify
0001107	Kathie Alexander	10/24/2018	9:00AM	9:30AM	None			<input type="checkbox"/>
4887449	Mary Carabeo	10/24/2018	9:00AM	9:30AM	None			<input type="checkbox"/>

Add Interviewer

▼ **Venue Information**

Venue

Response

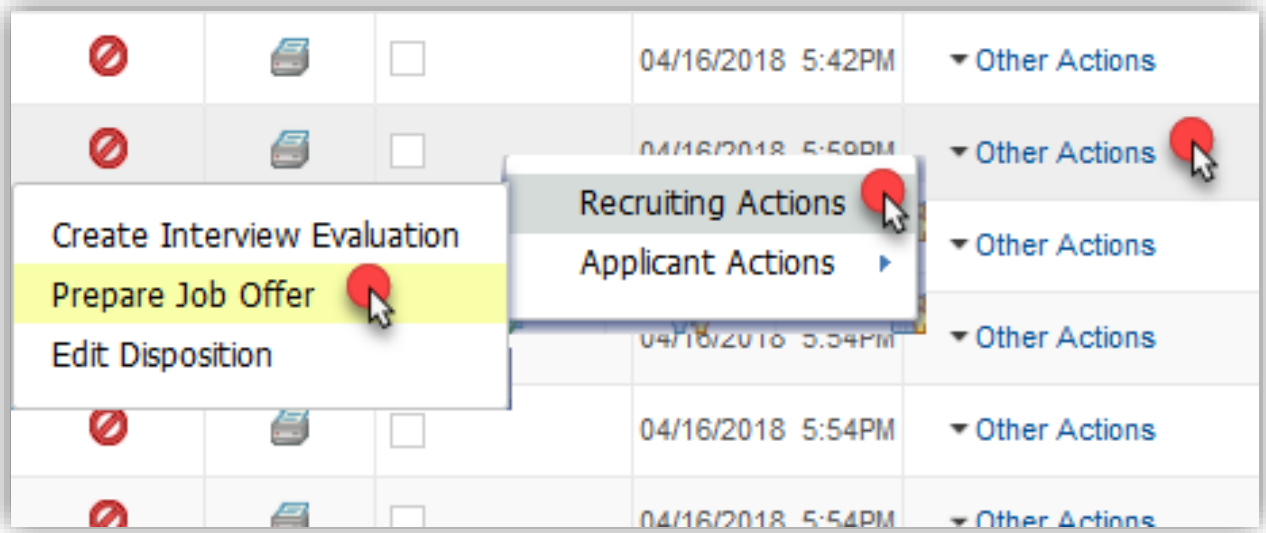
Location

254 characters remaining

6 | Page

## Toolkit 2

On the selected candidate, click **other actions** > **recruiting actions** > **prepare job offer**:



## Step 5: Job Offer Details

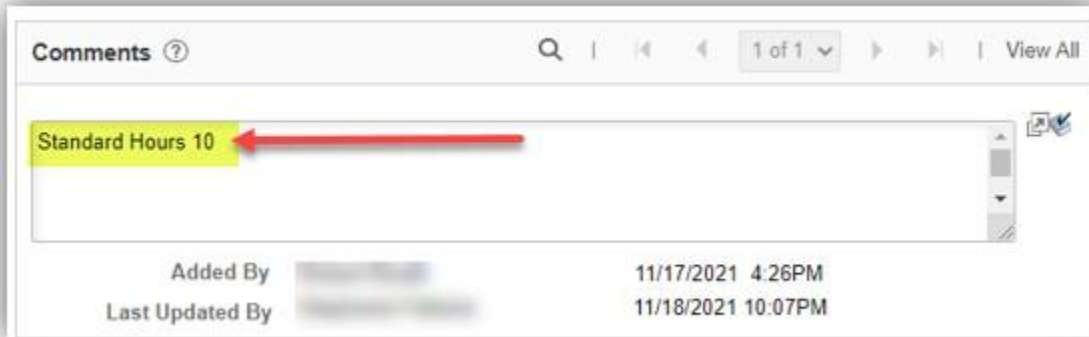
1. Input future Start Date
2. End date not required for students unless they are on a biweekly Contract.
3. Job Offer Component options: Base Salary-Hourly or Contract (for total contract amount of a biweekly hire) – in range advertised in job opening only.

A screenshot of the 'Offer Details' form in a web application. The form is divided into several sections. The top left section contains fields for Job Opening (530406), Position Number, Job Code (9194), Hiring Manager (John O'Mara), Recruiter (Robert Ricelli), Status (006 Pending Approval), Reason, and Created By (Robert Ricelli). The top right section contains Business Unit (AACAS), Offer Date (02/14/2024), Start Date, End Date, Offer Expiration Date (02/24/2024), Applicant Type (External Applicant), Registered Online (Yes), and Preferred Contact (Not Specified). There is a 'Notify Applicant' checkbox. Below this is a table with columns: Combo Code, Distrib %, Project End Date, Edit Chartfields, Project, and Activity Nbr. The bottom left section is 'Job Offer Components' with columns: Component, Offer Amount, Payment Mode, Currency, and Frequency. The bottom right section is 'Offer Letter' with a dropdown for Letter, a Date Printed field, and buttons for Generate Letter, Upload Letter, and Email Applicant. There is also an 'Offer Attachments' section at the bottom.

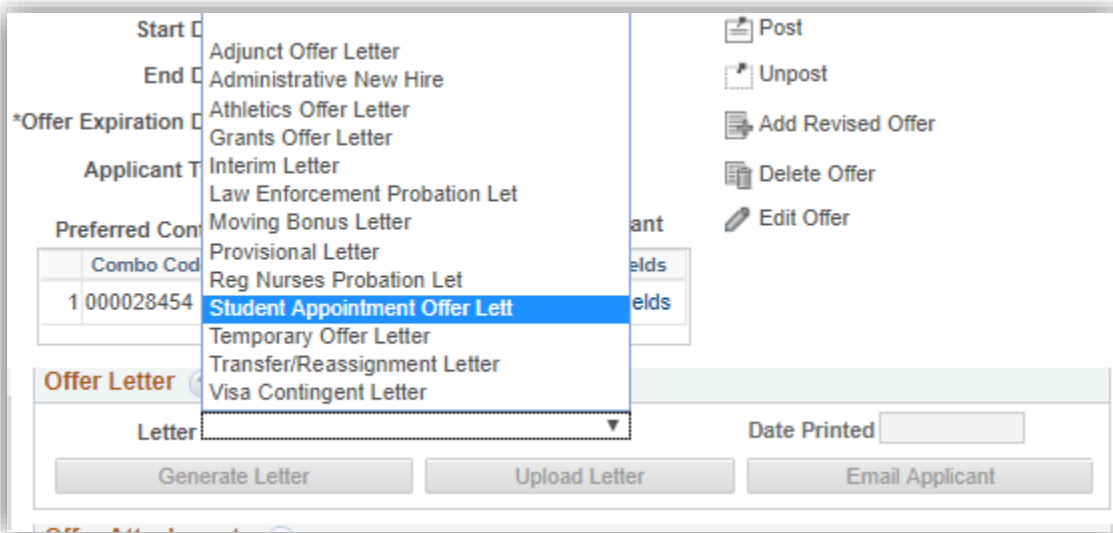
4. Superseding Standard Hours

Toolkit 2

- a. By entering “Standard Hours” and then the number of hours you need to hire a specific student for, this will supersede the standard hours from the job posting, only when it alternates by student.



**Note:** You must select “Student Appointment Offer Letter”.  
This determines the correct Approval Workflow.





## Toolkit 2

Submit for approval:

Business Unit AACAS

Offer Date 03/22/2018

Start Date 04/01/2018

End Date 04/01/2019

\*Offer Expiration Date 04/01/2018

Applicant Type External Applicant

Preferred Contact Not Specified  Notify Applicant

Combo Code	Distrb %	End Date	Edit Chartfields
1 000028454	100.000	04/01/2019	Edit Chartfields

Save as Draft

**Submit for Approval**

Post

Unpost

Add Revised Offer

Delete Offer

Edit Offer

## Step 6: Approval workflow

You can view the list of approvers by clicking the Approver tab.

If the edit chartfield is a Project, it will automatically add the Post Award Approver from ORED.

**Note:** If no approval workflow, you did not select the required student offer letter and need to contact TAM to delete the job offer and re-submit ASAP.

Posting Title Philosophy Student Assistant

Job Opening Status 010 Open

Job Title Student Assistant

Applicant Name Student Assistant

Job Opening ID 514944

Business Unit COLLEGE ARTS SCIENCES & EDUC

Position Number

Applicant ID 717026

Offer Details

Job Offer Approval

Job Family: SDNT

Pending Multiple Approvers TAM

Not Routed Paul Warren Job Offer Department Approvers

Not Routed Michael Heithaus Job Offer BU approvers

Submit

Comments Text

## Toolkit 2

The following approvers will be added to the approval workflow depending on the following:

<b>Department</b>
•Always
<b>HR Liaison</b>
•If <b>combo code</b> on offer differs from posting •If salary on offer is outside the <b>posting range</b> •If offer exceeds <b>target number of openings</b>
<b>TAM</b>
•If candidate has <b>nepotism</b> •If candidate requires a <b>background check</b>
<b>ORED/Post Award Manager</b>
•If position is <b>grant funded</b>

You will receive a notification email once approved.

The screenshot displays the 'Prepare Job Offer' interface. At the top, it shows navigation links: Favorites, Main Menu, Recruiting, Search Job Openings, and Manage Job Opening. The main heading is 'Prepare Job Offer'. Below this, there are navigation links: Return, Recruiting Home, and Print Job Opening. The job details are as follows:

Posting Title: Philosophy Student Assistant	Job Opening ID: 514944
Job Opening Status: 010 Open	Business Unit: COLLEGE ARTS SCIENCES & EDUC
Job Title: Student Assistant	Position Number:
Applicant Name: Student Assistant	Applicant ID: 717026

Below the job details, there are tabs for 'Offer Details' and 'Approvals'. The 'Approvals' tab is active, showing the 'Job Offer Approval' section. The job offer is marked as 'Approved'. The workflow consists of three steps:

- Admin Approved**: Kathryn Lopez (TAM) on 04/16/18 - 6:14 PM.
- Admin Approved**: Paul Warren (Job Offer Department Approvers) on 04/16/18 - 6:15 PM.
- Self Approved**: Neysa Aguirre for Michael Heithaus (Job Offer BU approvers) on 04/16/18 - 6:15 PM.

There is a 'Comments' section with a 'Submit' button and a 'Comments Text' input field.

## Step 7: 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.

## Toolkit 2

- 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 a 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.
- **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).