Creating a Job Offer

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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 > Search Job Openings
Search your job opening and click on the Job Opening title link to open the applicant pool:
Step 3: Identify Pre-Interview List on Shortlist

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

Step 4: Interview Disposition Update

Search your job opening and click on the Job Opening title link to open the applicant pool:
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
TAM Hiring Manager Role Interview Icon
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.
4. Superseding Standard Hours
   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.
Submit for approval:

**Note:** TAM will review and approve all job offers within 48-96 business hours, unless the applicant requires a background check to be initiated, completed, and cleared by the candidate.
The following is validated in every offer and the offer comments will have most recent status updates:

- Extended Background Check and/or driver license check (MVR) required per student background check matrix in the posting?
- New hire (SO)-requires new hire paperwork, or Returner (R)-does not require new hire paperwork – PID# for enrollment verification in the application or Campus Solutions.
- Nepotism (Nep) required per disclosure in application questionnaire?

**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.
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You will receive a notification email once approved:

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.
  - 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).