Toolkit 3

Extended/Posting a Job Offer to Applicant

Contents
Step 1: Login ........................................................................................................................................... 2
Step 2: Search Job Openings ......................................................................................................................... 2
Step 3: Prepare Job Offer ............................................................................................................................... 3
Step 4: Generate student offer letter ............................................................................................................. 4
Step 5: Email Applicant ................................................................................................................................ 6
Step 6: Accept automated notification email ................................................................................................ 10
Step 7: Ready to hire automated email notification ...................................................................................... 10
Step 8: Disposition definitions ..................................................................................................................... 11
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: 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.

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

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

![Image of email interface for sending job offers]

**Recipient Information**
- **To**: [Student/Temp Job Offer New or Return] 
- **Cc**: [Student/Temp Job Offer Return] 

**Message**
- **Subject**: Job Offer & FIU 
- **Access**: Public
- **Message**: [Empty field for message text]

**Attachments**
- **File Name**: 2020-05-19-19.11.05.0000005... 
- **Description**: Offer Letter

3 Preview 4 Send  

**Prepare Job Offer**
Send Correspondence
**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
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:

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:

**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.
- **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).