Step 2

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: Create Job Offer**
Main menu > Recruiting > Search Job Openings:
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Step 3: Search Job Opening

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

Must input the interview information for any applicant you will be hiring as required. Locate the selected candidate and click, “Interview” to input information to update the disposition in their application BEFORE a job offer is created:
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Locate the selected candidate and click, **other actions > recruiting actions > prepare job offer**: 

![Image of a user interface showing steps to prepare a job offer.](image)

**Step 4: Job Offer Details**

1. Future start date
2. End date not required for students unless they are on a biweekly Contract but can be inputted.
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.

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

![Image of a user interface showing job offer details.](image)
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Submit for approval:

Note: TAM will review and approve all job offers within 72-96 business hours, unless the applicant requires a level II background check to be initiated.
Step 5: 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 us to delete the job offer and re-submit ASAP.

You will receive a notification email once approved.
Step 6: Disposition definitions

- **Hold**: posting is about to close because you are hiring more target hires than you specified when creating the job opening.
- **Interview**: offer will remain in this status while it is pending review and approval of any in the approval workflow.
- **Preliminary Offer Decided**: Level II (L2) background was initiated and is pending completion and/or results.
  - (BG=background check & FP=fingerprinting).
- **Offer**: cleared and approved by all in the approval workflow tab and ready for you to generate letter and extend, per the email notification it sends you.
- **Offer accepted**: applicant accepted the offer but this does not mean they completed/submitted new hire paperwork. You should follow up to ensure they do.
- **Ready**: onboarding completed in TAM and pending process in Employee Records based on pay period deadline they met.