Extended/Posting a Job Offer to Applicant

Table of Contents

- Step 1: Login – page 2
- Step 2: Search Job Offer – page 2
- Step 3: Prepare Job Offer – page 3
- Step 4: Generate student offer letter – page 4
  - Notify applicant and then post to them – page 5-6
- Step 5: Email Applicant – page 7-8
  - Instructions to extend expiration if needed – page 9
- Step 6: Accept notification email – page 10
- Step 7: Ready to hire – page 11
- Step 8: Disposition definitions – page 12
Step 1: Login

Go to MyHR.FIU.edu and login using your My Accounts credentials.

![Login Screen]

Step 2: Search Job Opening

On the top right corner, click on the Navigator Menu
Step 3

On the Navigator Menu, click on Recruiting > Search Job Opening

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.
Step 3

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

Review the preview, then click “submit” and it will send job offer notification to the applicant.
Note: The applicant gets an automatic generic email only to login and accept the offer.
Step 5: Email Applicant

To email applicant additional onboarding instructions required, click “Email Applicant”. The Subject will be “Job Offer”:
Step 3

Copy/Paste instructions if they are a new hire to FIU or have been inactive for 1 year or more only:

Congratulations on your FIU appointment. We have extended a job offer that is now PENDING YOUR ACCEPTANCE OR REJECTION.

You may access your online offer by following these steps:

1. Go to careers.fiu.edu
2. Select Prospective Employees
3. Sign in with your same username and password created
4. Select My Notifications
5. Select View Offer

After accepting your offer, you must complete the online sign-on packet located at the bottom of the same page in which you accept the offer. You must enter and save your valid Social Security Number (SSN) to open the sign-on link.

After completing the online sign-on packet, you will be required to submit additional supporting documentation, on or BEFORE your start date, to the Division of Human Resources located in PC224:

• Loyalty Oath
• Form I-9
• Form W-4
• Original documents for I-9 (see list of acceptable documents in Form I-9)
• Original Social Security (contact your Recruiter if you do not required original)
• Car Tag Information (for a Temporary Parking Pass, only for non-student hires)

Minors: Your parent/legal guardian must accompany you and sign all new hire forms that you sign.

*Please be advised that due to the University’s Red Flag Policy, confidential documents, such as the W-4 form, Form I-9, Social Security Card, or any other items containing Social Security numbers cannot and will not be accepted via email or fax.*
Step 3

Once posted, the applicant MUST accept it 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 edits, you must click “Unpost” first. Then click “Edit Offer to make changes to start date, expiration date, and/or offer letter.”
Step 6: Accept notification email

The recruitment liaison who posted the job opening and any other added hiring managers will receive an email notification once the applicant accepts the job offer online:

This e-mail is to inform you that applicant (717026) Student Assistant has had a status change to 020 Accept for job opening (514944) Philosophy Student Assistant.

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Applicant ID</th>
<th>Type</th>
<th>Vet Pref</th>
<th>Nepotism</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Assistant</td>
<td>717026</td>
<td>External</td>
<td>N</td>
<td>Y</td>
<td>Accepted</td>
</tr>
<tr>
<td>Jane Doe</td>
<td>717025</td>
<td>External</td>
<td>N</td>
<td>Y</td>
<td>Applied</td>
</tr>
<tr>
<td>Test Case</td>
<td>870987</td>
<td>External</td>
<td>N</td>
<td>N</td>
<td>Applied</td>
</tr>
<tr>
<td>CAROL HERNANDEZ</td>
<td>983585</td>
<td>External</td>
<td>N</td>
<td></td>
<td>Linked</td>
</tr>
<tr>
<td>salenda bowe</td>
<td>983674</td>
<td>External</td>
<td></td>
<td></td>
<td>Linked</td>
</tr>
<tr>
<td>Yameli Flores</td>
<td>984483</td>
<td>External</td>
<td></td>
<td></td>
<td>Linked</td>
</tr>
<tr>
<td>Alexandra Robles-Cruz</td>
<td>984574</td>
<td>External</td>
<td></td>
<td></td>
<td>Linked</td>
</tr>
<tr>
<td>Alvin Quilez</td>
<td>984057</td>
<td>External</td>
<td></td>
<td></td>
<td>Offer</td>
</tr>
</tbody>
</table>
Step 3

The recruitment liaison who posted the job opening will receive an 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

Once online sign-on packet submitted and supplemental paperwork and documents are submitted, TAM will prepare for hire. You will 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:

![Manage Job Opening](image)
Step 8: 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 for candidate.
  - (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 approved email notification it sends you.
- **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.
- **Ready**: Onboarding completed in TAM and pending process in Employee Records based on pay period deadline they met.
- **Hired**: Employee Records has entered the candidate on payroll. You will receive the AD account email from the IT department 24 hours after this (or after start date on offer letter).