Creating a Job Offer

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Toolkit 2

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: Interview Disposition Update**

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

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 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 level II 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:

- Level II background (L2) 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 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 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 applicant 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**: Onboarding 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).