Toolkit 3

Extended/Posting a Job Offer to Applicant

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**Step 1: Login**

Go to [MyHR.FIU.edu](http://MyHR.FIU.edu) and login using your My Accounts credentials.

![Login page](image)

**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.
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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.
Step 5: Email Applicant

To email applicant additional on-boarding instructions required, click “Email Applicant”. The Subject will be “Job Offer”:

![Email Applicant Screen Shot]
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**Copy/Paste instructions for new hires to FIU or those inactive for 1 year or more only (SO):**

**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

Once you review and accept your offer, you will be asked to scroll down, enter your social security number, and complete the New Employee Sign-On packet. You will receive a confirmation once it is submitted successfully.

Please note there are additional supplemental forms that must be completed through DocuSign. Within 1-3 business days from completing the Sign-On packet, you will be receiving an email from them requesting information that will allow you to complete the following supplemental forms:

- Form W-4
- USCIS Form I-9*
- Loyalty Oath

*In addition to completing these supplementals forms, you will be prompted to attach a front and back, full copy of your work authorization documents showing identity (with signature) and eligibility to work in the USCIS Form I-9.

You must review page 3 of the USCIS Form I-9 for the list of acceptable documents that you can use. You can choose to present from List A OR B AND C.

- **Minors:** Your parent/legal guardian must sign all new hire forms that you sign. Upon notification, HR can instruct you on how to do this.

Once you have submitted the PDF Sign-On through the attachment link, and completed the supplemental forms and attached your work authorization documents through DocuSign, a Recruiter/Recruitment Assistant will validate the submission and then contact you via email from staffing@fiu.edu to schedule a Zoom I-9 verification meeting for you to present your original work authorization documents for completion of the USCIS Form I-9 page 2-Employer section.

**Note:** Please be advised that due to the University’s Red Flag Policy, confidential documents, such as these forms, or any other items containing Social Security numbers cannot and will not be accepted via email or fax.

If you have any additional questions and/or concerns, please don’t hesitate to contact Talent Acquisition & Management at (305) 348-2500 or staffing@fiu.edu.
Copy/Paste instructions for returner/new job record or those active less than 1 year ago only (R):

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 or Current Employees (based on profile you applied with)
3. Sign in with your same username and password created
4. Select My Notifications
5. Select View Offer

Once you review and accept your offer, you are done with on-boarding. Since you were previously (less than a year) or are currently active in the FIU Payroll system, you do not need to complete any additional new hire paperwork.

Your hiring manager and/or HR Liaison will receive an automated email notification that you are Ready to hire/Hired to start scheduling you and notify you once you are active in the system.

If you have any additional questions and/or concerns, please don’t hesitate to contact Talent Acquisition & Management at (305) 348-2500 or staffing@fiu.edu.
Once posted, the applicant MUST accept it 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, 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.

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 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.
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 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 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**: 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).