

Creating a Job Offer

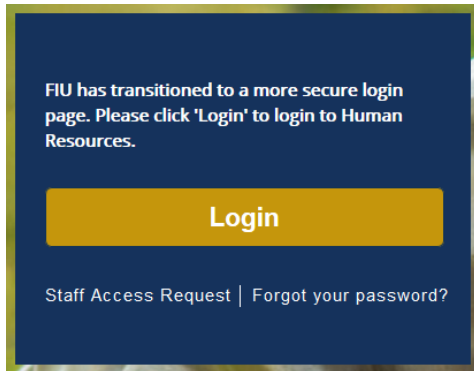
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Toolkit 2

Step 1: Login

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

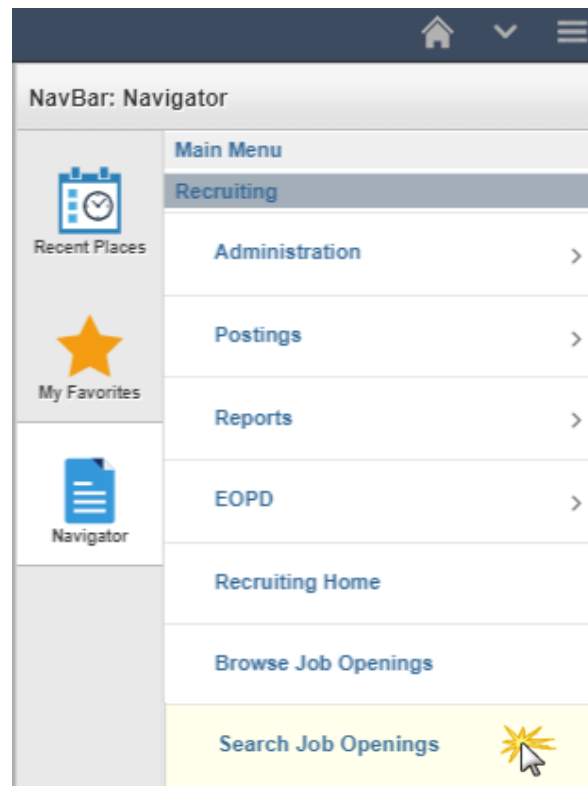
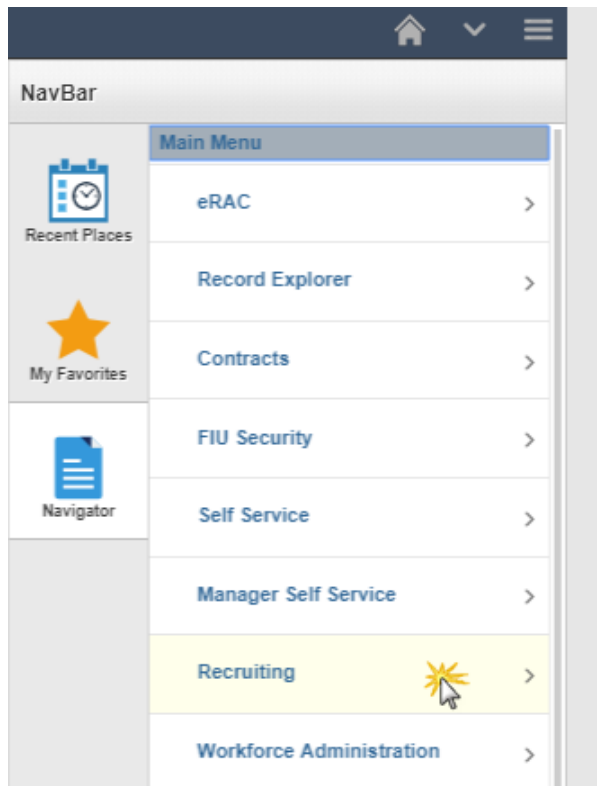


Step 2: Search Job Openings

On the top right corner, click on the Navigator Menu



On the Navigator: Main Menu, click on Recruiting > **Search** Job Openings



Search Job Openings

[Recruiting Home](#) |
 [Browse Job Openings](#) |
 [Create Job Opening](#) |
 [Search Job Postings](#)

▼ Search Criteria ?

Job Posting Title

Job Opening ID

Status

Category

Most Recent Activity

Job Opening Type

Hot Job

My Association

Hiring Manager

Recruiter

Created By

Business Unit

Department

Position Number

Recruitment Contact

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

Search Job Openings

[Recruiting Home](#) |
 [Browse Job Openings](#) |
 [Create Job Opening](#) |
 [Search Job Postings](#)

► Search Criteria ?

1 Results Found

Search Results ?

Select	Job Opening	Job ID	Status	Type	Category	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
<input type="checkbox"/>	Student Assistant POOL (MMC)	515579	Open	Standard Requisition		Modeslo A. Maidique Campus			569		07/20/2018

[Select All](#) [Deselect All](#) ▼ [Group Actions](#)

Toolkit 2

Step 3: Interview Disposition Update

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

Search Job Openings

Recruiting Home | Browse Job Openings | Create Job Opening | Search Job Postings

Search Criteria

1 Results Found

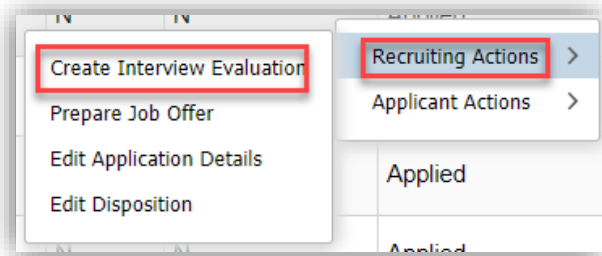
Search Results

Select	Job Opening	Job ID	Status	Type	Category	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
<input type="checkbox"/>	Student Assistant POOL (MMC)	515579	Open	Standard Requisition		Modesto A. Maidique Campus			569		07/20/2018

Select All Deselect All Group Actions

The interview information must be entered for any candidate interviewed and the finalist as required BEFORE a job offer is created.

- TAM Recruitment Liaisons role:
 - Other Actions>Recruiting Actions>Create Interview Evaluation
- TAM Hiring Manager role:
 - Interview icon



Interview Evaluation

Submit Save as Draft Return

Name: Alexis Sanchez
Applicant ID: 782292
Status: 010 Active

Job Posting Title: Temporary Desk Assistant
Job Opening ID: 520923
Job Opening Status: 010

Evaluation

Interview Date: 09/15/2020
Interview Type: [Dropdown]

Recommendation

Overall Rating: [Dropdown]
Recommendation: [Dropdown]
Comments: [Text Area]

Interview Ratings

Category: Communication Skills
Interview Rating: [Dropdown] Score: 0
Comment: [Text Area]

Category: Education/Training
Interview Rating: [Dropdown] Score: 0
Comment: [Text Area]

Category: Work Experience
Interview Rating: [Dropdown] Score: 0
Comment: [Text Area]

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Resume	Interest	Mark Reviewed	Route	Interview	Reject	Print	Qualified	Last Updated	
	☆☆☆X						<input type="checkbox"/>	11/15/2018 5:43PM	▼ Other Actions
	☆☆☆X						<input type="checkbox"/>	11/14/2018 12:05PM	▼ Other Actions
	☆☆☆X						<input type="checkbox"/>	11/13/2018 6:13PM	▼ Other Actions

< Manage Job Opening
Interview Schedule

Interview Schedule

Submit
Save as Draft
Return
Personalize

Job Opening ID 516438
 Job Opening Status 010 Open
 Submitted No

Business Unit RSRCH (RESEARCH)
 Job Posting Title Student novice

▼ **Ashley Abraham**

Applicant ID 683488
 Applicant Type External Applicant

Preferred Contact Phone

▼ **Interview 1 - Date Not Entered**

*Date 10/24/2018

*Start Time 9:00AM

*End Time 9:30AM

*Time Zone EST

Interview Type

Applicant Response None

Initiator Stephanie Felime

Notify Applicant

Notify Interview Team

Interviewers

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response	Comments	Availability	Notify
0001107	Kathie Alexander	10/24/2018	9:00AM	9:30AM	None			<input type="checkbox"/>
4887449	Mary Carabeo	10/24/2018	9:00AM	9:30AM	None			<input type="checkbox"/>

Add Interviewer

▼ **Venue Information**

Venue

Response

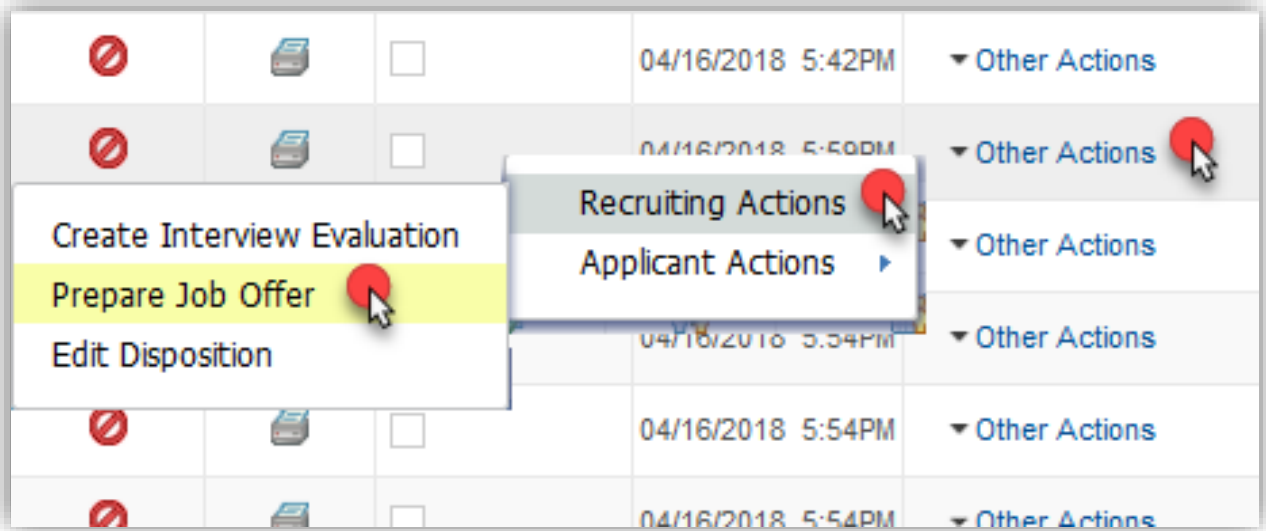
Location

254 characters remaining

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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.
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.

A screenshot of the 'Job Offer Details' page in a web application. The page shows details for a job opening with ID 514827, titled 'Student Office Assistant'. The offer date is 03/22/2018, and the end date is 04/01/2018. The offer is for an external applicant. The page includes sections for 'Job Offer Components', 'Offer Letter', and 'Offer Attachments'. The 'Job Offer Components' table is empty, and the 'Offer Letter' section has buttons for 'Generate Letter', 'Upload Letter', and 'Email Applicant'. The 'Offer Attachments' section shows no attachments have been added.

*Component	*Offer Amount	Payment Mode	Currency	Frequency

Combo Code	Distrb %	End Date	Edit Chartfields
1 000028454	100.000		

Toolkit 2

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

The screenshot shows a software interface with a dropdown menu for 'Offer Letter'. The menu is open, and 'Student Appointment Offer Lett' is selected. Other options include Adjunct Offer Letter, Administrative New Hire, Athletics Offer Letter, Grants Offer Letter, Interim Letter, Law Enforcement Probation Let, Moving Bonus Letter, Provisional Letter, Reg Nurses Probation Let, Temporary Offer Letter, Transfer/Reassignment Letter, and Visa Contingent Letter. To the right of the dropdown is a 'Post' button and a list of actions: Unpost, Add Revised Offer, Delete Offer, and Edit Offer. Below the dropdown are fields for 'Letter' and 'Date Printed', and buttons for 'Generate Letter', 'Upload Letter', and 'Email Applicant'.

Submit for approval:

The screenshot shows a software interface with a 'Submit for Approval' button highlighted with a red box. The interface includes fields for Business Unit (AACAS), Offer Date (03/22/2018), Start Date (04/01/2018), End Date (04/01/2019), Offer Expiration Date (04/01/2018), Applicant Type (External Applicant), Preferred Contact (Not Specified), and a checkbox for 'Notify Applicant'. Below these fields is a table with columns for Combo Code, Distrib %, End Date, and Edit Chartfields. The table contains one row with values: 1, 000028454, 100.000, 04/01/2019, and Edit Chartfields. To the right of the table is a 'Save as Draft' button and a list of actions: Post, Unpost, Add Revised Offer, Delete Offer, and Edit Offer.

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?

Toolkit 2

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 TAM to delete the job offer and re-submit ASAP.

The screenshot shows the 'Prepare Job Offer' page for Job Opening ID 514944. The job title is 'Philosophy Student Assistant' and the applicant is 'Student Assistant'. The approval workflow is currently 'Pending'. It consists of three steps: 1. 'Pending' (Multiple Approvers, TAM) with a clock icon; 2. 'Not Routed' (Paul Warren, Job Offer Department Approvers); 3. 'Not Routed' (Michael Heithaus, Job Offer BU approvers). A 'Submit' button and a 'Comments Text' field are visible below the workflow.

You will receive a notification email once approved.

The screenshot shows the 'Prepare Job Offer' page for Job Opening ID 514944, now in an 'Approved' state. The approval workflow is complete and consists of three steps: 1. 'Admin Approved' (Kathryn Lopez, TAM) with a green checkmark and timestamp '04/16/18 - 6:14 PM'; 2. 'Admin Approved' (Paul Warren, Job Offer Department Approvers) with a green checkmark and timestamp '04/16/18 - 6:15 PM'; 3. 'Self Approved' (Neysa Aguirre for Michael Heithaus, Job Offer BU approvers) with a green checkmark and timestamp '04/16/18 - 6:15 PM'. A 'View/Hide Comments' link is present. A 'Submit' button and a 'Comments Text' field are visible below the workflow.

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 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).