Creating a Job Offer

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Toolkit 2

Step 1: Login
Go to [MyHR.FIU.edu](http://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

![Navigator Menu](image-url)
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:

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
### Job Opening: Student Advisor

**Interview Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Interview Type</th>
<th>Applicant Response</th>
<th>Comments</th>
<th>Availability</th>
<th>Notify</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/24/2018</td>
<td>8:00AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/24/2018</td>
<td>9:00AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Applicant Information**

- **Name**: Ashley Abraham
- **ID**: 001234
- **Type**: Junior Applicant

**Interview Details**

- **Date**: 10/24/2018
- **Time**: 8:00AM - 9:00AM

**Interviewers**

- **Name**: John Doe
- **ID**: 001234
- **Time**: 8:00AM - 9:00AM

**Venue Information**

- **Location**: 123 Main St.
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.
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 TAM 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 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).