

Extended/Posting a Job Offer to Applicant

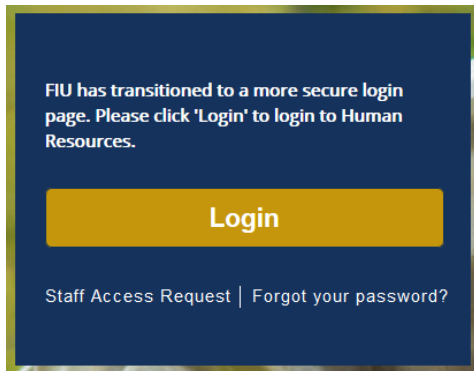
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Toolkit 3

Step 1: Login

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

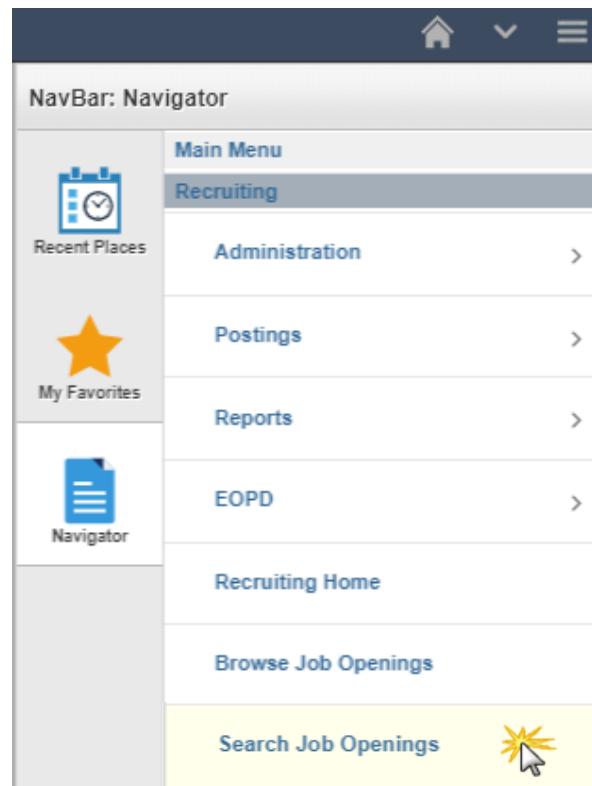
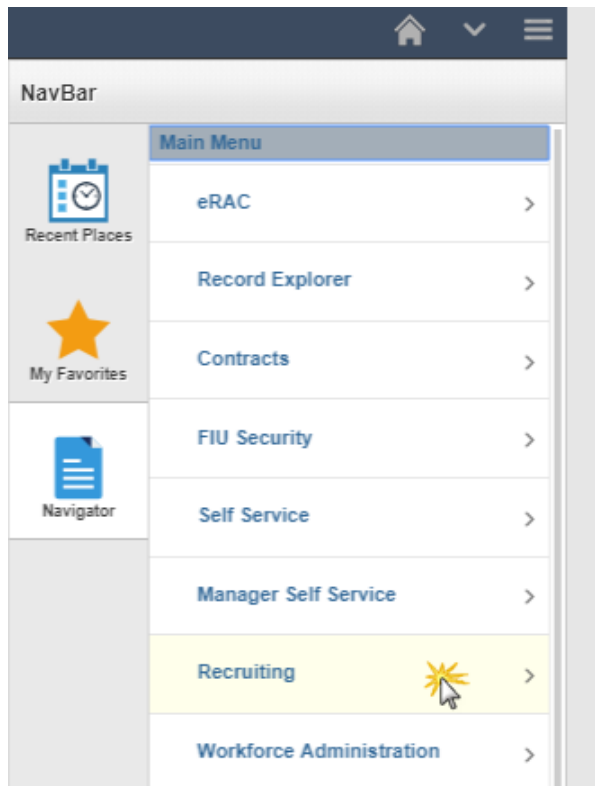


Step 2: Search Job Openings

On the top right corner, click on the Navigator Menu



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



Toolkit 3

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

Step 3: Prepare Job Offer

Locate the selected candidate (disposition will be in "Offer" status) and click, other actions > recruiting actions > prepare job offer:

		<input type="checkbox"/>	04/16/2018 5:42PM	Other Actions
		<input type="checkbox"/>	04/16/2018 5:50PM	Other Actions
				Recruiting Actions
				Applicant Actions
			04/16/2018 5:54PM	Other Actions
		<input type="checkbox"/>	04/16/2018 5:54PM	Other Actions
		<input type="checkbox"/>	04/16/2018 5:54PM	Other Actions

Toolkit 3

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.

The screenshot displays the 'Prepare Job Offer' interface with the following details:

- Posting Title:** Philosophy Student Assistant
- Job Opening ID:** 514944
- Business Unit:** COLLEGE ARTS SCIENCES & EDUC
- Job Opening Status:** 010 Open
- Position Number:** [Blank]
- Job Code:** 9190
- Student Assistant:** [Blank]
- Applicant Name:** Alvin Quilez
- Applicant ID:** 664057
- Offer Details:**
 - Job Opening: 514944
 - Position Number: [Blank]
 - Job Code: 9190
 - Hiring Manager: 1209991
 - Recruiter: Neysa Aguirre
 - Status: 010 Extend
 - Reason: [Blank]
 - Created By: Neysa Aguirre
- Business Unit:** AACAS
- Offer Date:** 04/16/2018
- Start Date:** 04/30/2018
- End Date:** [Blank]
- Offer Expiration Date:** 04/26/2018
- Applicant Type:** External Applicant
- Registered Online:** Yes
- Preferred Contact:** Phone
- Notify Applicant:** [Checked]

Combo Code	Distrb %	End Date	Edit Chartfields
1 000016613	100.000		Edit Chartfields

Offer Letter (Date Printed: 04/16/2018)

Letter: Student Appointment Offer Lett

Buttons: Generate Letter, Upload Letter, Email Applicant

Attachments

Type	Description	Details	Action Required
Attachment	Offer Letter	2018-04-16-22.01.40.0000003...	[Blank]

Buttons: Add Applicant Attachment, Add Organizational Attachment

Job Offer Components

*Component	*Offer Amount	Payment Mode	Currency	Frequency
Base Salary-Hourly	9.500000	Cash	USD	Hourly

Comments

Comments for approvers go here. e.g. background check status, nepotism, funding information, ect.

Added By: Neysa Aguirre | 04/16/2018 10:01PM

Toolkit 3

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

Prepare Job Offer

Posting Title: Philosophy Student Assistant
Job Opening Status: 010 Open
Job Title: Student Assistant
Applicant Name: Alvin Quilez

Job Opening ID: 514944
Business Unit: COLLEGE ARTS SCIENCES & EDUC
Position Number
Applicant ID: 064057

Offer Details

Job Opening: 514944
Philosophy Student Assistant
Business Unit: AACAS
Offer Date: 04/16/2018
Position Number
Job Code: 9190
Student Assistant
Start Date: 04/30/2018
Hiring Manager: 1209991
Neysa Aguirre
End Date
Recruiter
Status: 010 Extend
Offer Expiration Date: 04/26/2018
Reason
Registered Online: Yes
Applicant Type: External Applicant
Preferred Contact: Phone
Notify Applicant (1)

Save as Draft
Submit
Post (2)
Unpost
Add Revised Offer
Delete Offer
Edit Offer

Combo Code	Distrib %	End Date	Edit Chartfields
1 000016613	100.000		Edit Chartfields

Job Offer Components

*Component	*Offer Amount	Payment Mode	Currency	Frequency
Base Salary-Hourly	9.500000	Cash	USD	Hourly

Offer Letter

Letter: Student Appointment Offer Lett
Date Printed: 04/16/2018
Generate Letter
Upload Letter
Email Applicant

Attachments

Type	Description	Details	Action Required
Attachment	Offer Letter	2018-04-16-22.01.40.0000003...	

Comments for approvers go here. e.g. background check status, nepotism, funding information, ect.

Added By: Neysa Aguirre
04/16/2018 10:01PM

Note: Review the preview, then click “submit” and it will send job offer notification to the applicant.

[Favorites](#) > [Main Menu](#) > [Recruiting](#) > [Search Job Openings](#) > [Manage Job Opening](#)

Post Online Job Offer

Review and Submit posting for this online job offer if the information is correct. To make changes, select Cancel to return to the offer page and edit the offer.

Offer Details

Applicant Name Alvin Quilez
Applicant ID 664057
Job Opening 514944 Philosophy Student Assistant
Position Number
Job Code 9190
Offer Date 04/16/2018
Start Date 04/30/2018
Offer Expiration Date 04/26/2018
Status 010 Extend
Reason

Job Offer Components

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Salary-Hourly	9.500000	Cash	USD	Hourly

Attachments

Type	Description	Details	Action Required
Attachment	Offer Letter	2018-04-16-22.01.40.0000003...	<input type="checkbox"/>

Comments Find | View All First 1 of 1 Last

Comments for approvers go here. e.g. background check status, nepotism, funding information, ect.

Submit
Cancel

Note: The applicant gets an automated generic email only to login and accept the offer. They will require the additional Email correspondence in next step based on new hire sign-on (SO) or returner (R) status.

Step 5: Email Applicant

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

ng

Personalize

Job Opening ID 514944
Business Unit COLLEGE ARTS SCIENCES & EDUC
Position Number
Applicant ID 664057

Find | View All First 1 of 1 Last

Business Unit AACAS
Offer Date 04/16/2018
Start Date 04/30/2018
End Date
Offer Expiration Date 04/28/2018
Applicant Type External Applicant
Registered Online Yes
Preferred Contact Phone Notify Applicant

Save as Draft
Submit
Post
Unpost
Add Revised Offer
Delete Offer
Edit Offer

Combo Code	Distrb %	End Date	Edit Chartfields
1 000016613	100.000		Edit Chartfields

Offer Letter ?

Letter Student Appointment Offer Lett Date Printed 04/16/2018

Generate Letter Upload Letter Email Applicant

Attachments ?

Type	Description	Details	Action Required	
Attachment	Offer Letter	2018-04-16-22.01.40.0000003...	<input type="checkbox"/>	

Add Applicant Attachment Add Organizational Attachment

Letter email instructions for new hires to FIU or those inactive for 1 year or more only
***TAM marks them in the offer comments as "SO":**

Prepare Job Offer **Send Correspondence**

Send Correspondence

Recipients

ID	Applicant Name	Job Opening
		No Job Opening Selected

Message Type and Method

*Contact Method: Email

Letter

Recipient Information

To: [Redacted]

Cc: hiringman; Student/Temp Job Offer New SO; Student/Temp Job Offer Return

Bcc: [Redacted]

Include Interested Parties

Sender Information

From: [Redacted]

Message

*Subject: Job Offer @ FIU

*Access: Public

*Message: [Redacted]

Attachments

File Name	Description	
2020-08-10-19.11.05.0000005...	Offer Letter	[Trash Icon]

Add Attachment

3 Preview **4** Send Cancel

Letter email instructions for returner/new job record or those active less than 1 year ago only
***TAM marks them in the offer comments as "R":**

Prepare Job Offer **Send Correspondence**

Send Correspondence

Recipients

1-1 of 1 | View All

ID	Applicant Name	Job Opening
		No Job Opening Selected

Message Type and Method

*Contact Method: Email
Letter

Recipient Information

To: [Redacted]
Cc: hiringman@fiu.edu, Student/Temp Job Offer New SO, Student/Temp Job Offer Return 1
Bcc: [Redacted]

Include Interested Parties

Sender Information

From: [Redacted]

Message

2 *Subject: Job Offer @ FIU
*Access: Public
*Message: [Redacted]

Attachments

File Name	Description	
2020-08-10-19.11.05.0000005...	Offer Letter	[Trash Icon]

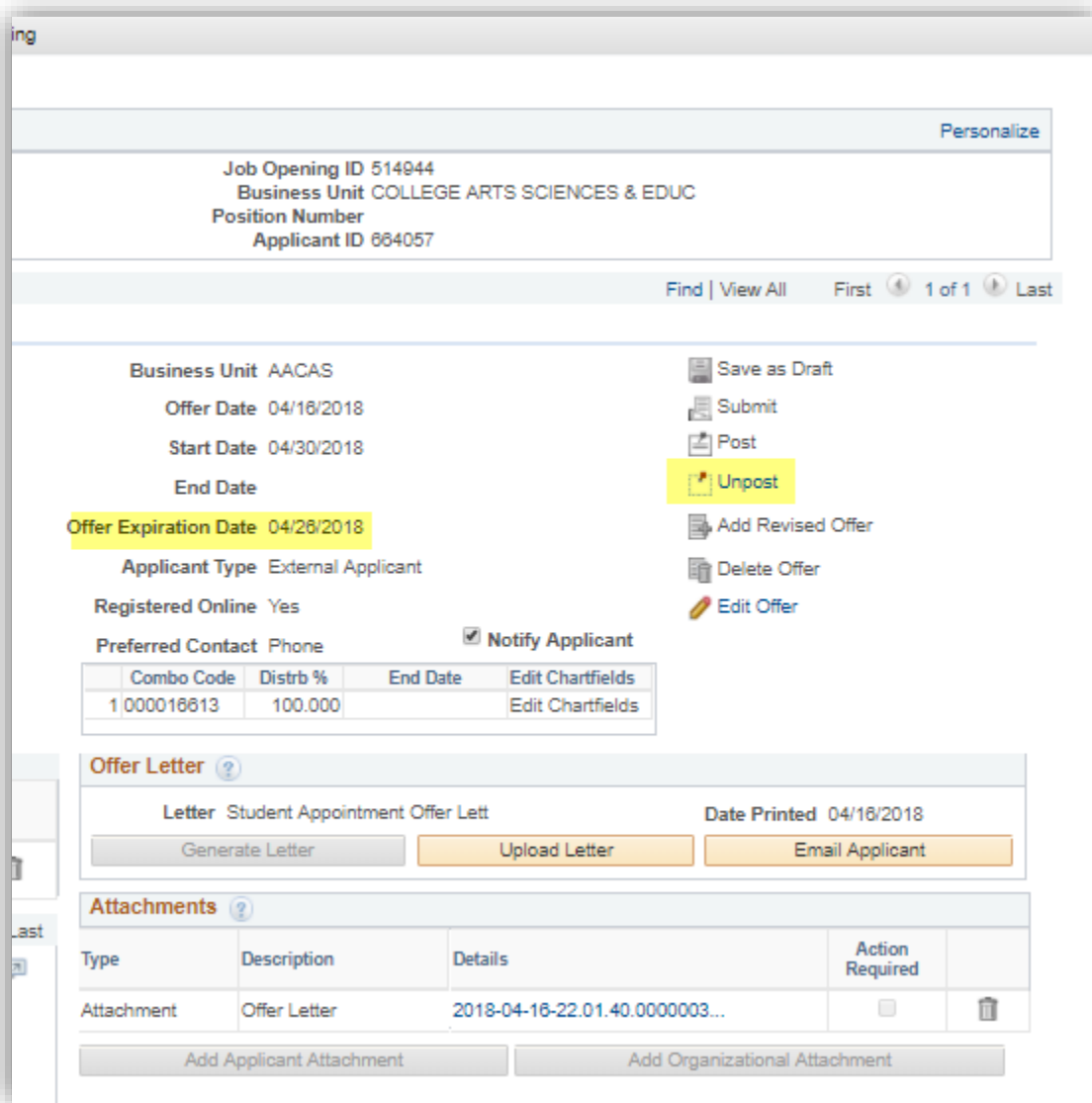
Add Attachment

3 Preview **4 Send** Cancel

Edit expiration date:

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.

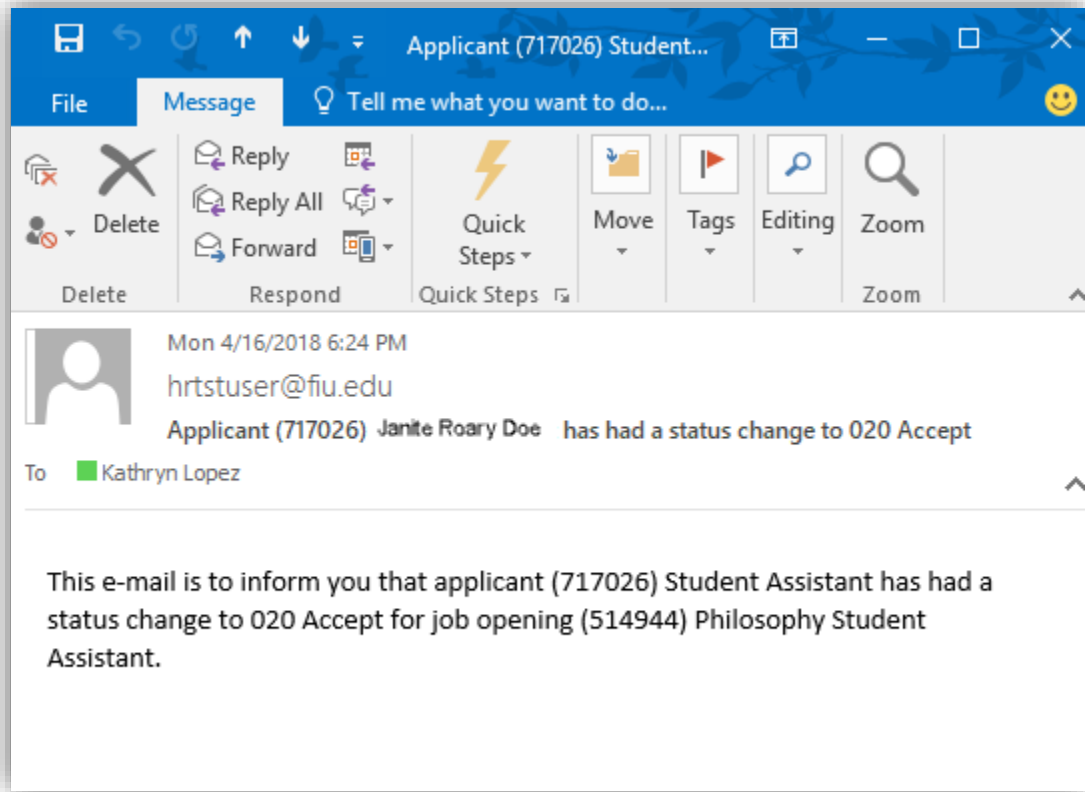
For any offer edits, you must first click “Unpost” to take back the offer notification to them. Then click “Edit Offer” to make changes to start date, expiration date, and offer letter.



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 automated notification email

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



Applicant Name	Applicant ID	Type	Vet Pref	Neptism	Disposition
Student Assistant	717026	External	N	Y	Accepted
Jane Doe	717025	External	N	Y	Applied
Test Case	679867	External	N	N	Applied
CAROL HERNANDEZ	663565	External			Linked
salenda bowe	663674	External			Linked
Yameli Flores	664483	External			Linked
Alexandra Robles-Cruz	664574	External			Linked
Alvin Quilez	664057	External			Offer

Toolkit 3

The recruitment liaison who posted the job opening will receive an automated 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 automated email notification

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:

The screenshot displays the 'Manage Job Opening' interface. At the top, there are navigation links: Return, Recruiting Home, Save, Search Job Openings, Next, Create New, Clone, Refresh, Add Note, No Category, and Print Job Opening. The job details section shows: Job Opening ID 514944, Job Posting Title Philosophy Student Assistant, Job Code 9190 (Student Assistant), Job Family STDNT (STUDENT), Status 010 Open, Business Unit AACAS (COLLEGE ARTS SCIENCES & EDUC), and Department 202040000 (Philosophy).

Below the job details is a tabbed interface with 'Applicants' selected. A summary row shows: All (8), Applied (8), Reviewed (0), Screen (0), Route (0), Interview (0), Offer (1), Hire (1), Hold (0), and Reject (0).

The main table lists applicants with the following columns: Select, Shortlist, Applicant Name, Applicant ID, Type, Vet Pref, Nepotism, Disposition, Panther ID, Academic Program/Plan, Total Credits Completed, Academic Career, and Credits. One applicant is listed with a 'Ready' disposition, highlighted by a red box:

Select	Shortlist	Applicant Name	Applicant ID	Type	Vet Pref	Nepotism	Disposition	Panther ID	Academic Program/Plan	Total Credits Completed	Academic Career	Credits
<input type="checkbox"/>	<input type="checkbox"/>	Student Assistant	717026	External	N	Y	Ready	3003608	UGBU/Management Info Systems - BBA	111	Undergrad	12.000

At the bottom of the table, there are links for 'Select All', 'Deselect All', and 'Group Actions'. The footer of the page includes the same navigation links as the top and a 'Top of Page' link.

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 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).