



## Creating a Job Offer from an Advertised OPS Job Opening

### Key Information:

[OPS Appointment Checklist](#)

[OPS Appointment Information](#)

[OMNI Recruiting Training Guides](#)

[OPS Faculty Appointment Checklist](#)

[Adjunct Faculty Appointment Resources](#)

[Payroll Deadlines - Smart Onboarding Actions](#)

**Required Role:** **FSU\_SS\_MANAGER**

### Understanding the process:

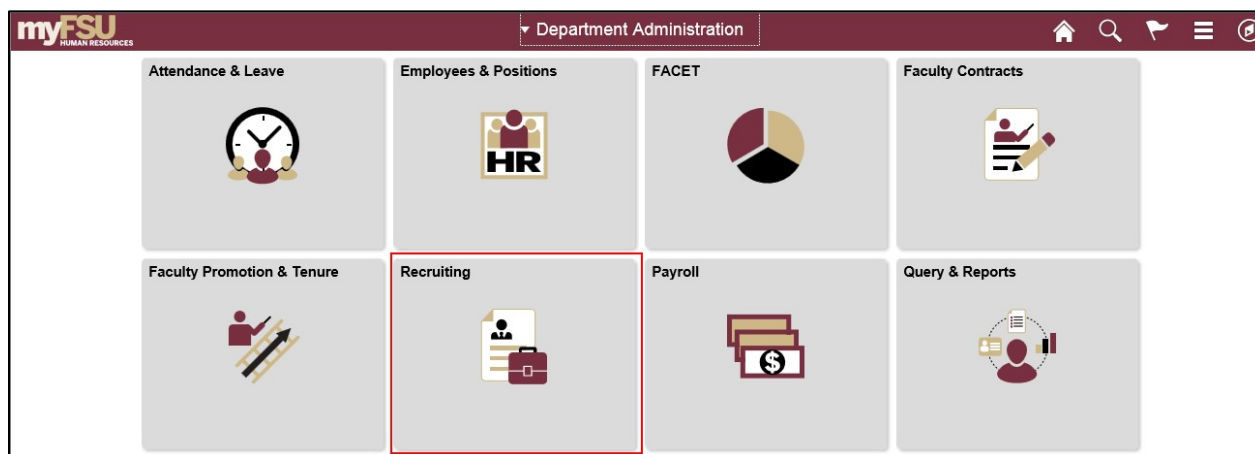
Departments can create their own OPS job openings or pools from which to recruit and hire OPS candidates. This topic details the steps to create a job offer from an *advertised* OPS job opening in OMNI HR.

The hiring department must ensure that the top candidate qualifies, is interviewed, and [pre-employment checks](#) are completed; however, with regard to system coding, the department does not have to request applicants to be routed, create interview evaluations, record disposition codes, or complete the pre-employment checklist in OMNI for OPS candidates.

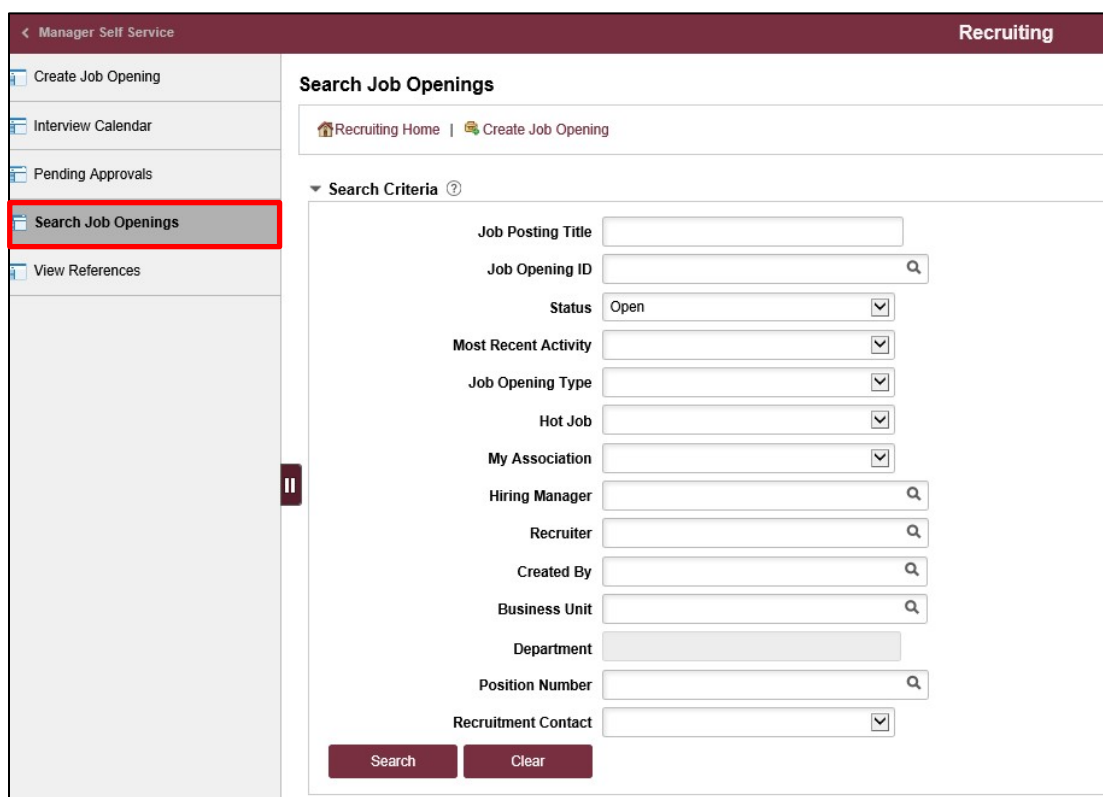
Once the department has obtained approval for the rate of pay, and discussed the anticipated start date and rate with the candidate, they can proceed with entering the job offer in OMNI. At this stage, a *formal* job offer should not be made. This is because the Smart Onboarding processes, to include a criminal history background check (if needed), have yet to be completed.

**Note:** For steps on creating a job offer on an express job opening (*OPS Express, GA Express, Faculty OPS Express*), refer to the respective training guide [here](#).

Step	Action
1.	Once logged into OMNI HR > select the Department Administration page > click the <b>Recruiting</b> tile.



Step	Action
2.	Click the <b>Search Job Openings</b> tab.



Step	Action
3.	Enter the desired <b>Job Opening ID</b> . Click the <b>Search</b> button.



Step	Action
4.	Click the desired <b>Job Opening</b> link.

Job Opening	Job ID	Status	Type	Recruiting Location
College of Music OPS Pool, 2018-2019	44724	Open	Standard Requisition	Tallahassee, FL

Step	Action
5.	Click the <b>Other Actions</b> dropdown list across from the selected applicant's name. <ul style="list-style-type: none"> <li>Other Actions</li> </ul>

Manage Job Opening

Job Opening ID 44724  
 Job Posting Title College of Music OPS Pool, 2018-2019  
 Job Code A010 (Arts Crafts and Related)  
 Job Family OPS (OPS/Temporary Employment)

Status 010 Open  
 Business Unit FSU01 (FSU Business Unit)  
 Department 187000 (Dean College of Music)

Applicants (1)

All (2)	Applied (1)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (1)		
<input type="checkbox"/>	Testing Testing	648613	N	02/18/2019 4:00PM	External	010-AppI				<b>Other Actions</b>

Step	Action
6.	Click the <b>Recruiting Actions</b> dropdown list.

Manage Job Opening

Job Opening ID 44724  
 Job Posting Title College of Music OPS Pool, 2018-2019  
 Job Code A010 (Arts Crafts and Related)  
 Job Family OPS (OPS/Temporary Employment)

Status 010 Open  
 Business Unit FSU01 (FSU Business Unit)  
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<input type="checkbox"/>	Testing Testing	648613	N	02/18/2019 4:00PM	External	010-AppI				Other Actions <b>Recruiting Actions</b> Applicant Actions

Step	Action
7.	Click <b>Prepare / View Job Offer</b> .

Step	Action
8.	Begin on the <b>Offer Details</b> tab. <div style="border: 1px solid gray; padding: 2px; display: inline-block; margin: 5px;">Offer Details</div> <b>Note:</b> Much of the data on the Offer Details page will populate from the job opening.

Step	Action
9.	Navigate to the Job Offer Components section. Click the <b>Component</b> list. Click the <b>Base Salary Offer Component</b> list item.

Job Offer Components ?

*Component	*Offer Amount	Currency	Frequency		
Base Salary Offer Component					

Add Offer Component

Step	Action
10.	Refer to list of <a href="#">OPS job codes</a> as well as <a href="#">Class Specs</a> for Faculty. If hiring in a Non-Exempt job code, enter the appropriate <b>Offer Amount</b> at an <u>hourly</u> rate. If hiring in an Exempt job code, enter at an annualized rate ( <i>annualized rate = hourly rate x standard weekly hours x 2 x frequency</i> ). <b>Currency</b> should be <b>USD</b> .

Job Offer Components ?

*Component	*Offer Amount	Currency	Frequency		
Base Salary Offer Comp	10.00	USD			

Add Offer Component

Step	Action
11.	Select an "Hourly" <b>Frequency</b> . If hiring in an Exempt job code, select 26.1.

Job Offer Components ?

*Component	*Offer Amount	Currency	Frequency		
Base Salary Offer Comp	10.00	USD	Hourly		

Add Offer Component

Step	Action
12.	Navigate to the <b>Comments</b> section. Enter information pertaining to the applicant and/or job offer, such as employee ID (if a current employee), type of appointment (new, rehire, additional appointment), etc.

Step	Action
13.	Navigate to the <b>FSU Offer – Additional Info</b> section. If the candidate applied as an existing or former employee, the Employee Id field and number will display at the top of this section.  The <b>Job Code</b> will automatically populate from the job opening.

Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1					+	-

Step	Action
14.	The <b>Department</b> will automatically populate from the job opening.

**FSU Offer - Additional Info**

\*Job Code  Arts Crafts and Related      \*Location Code

**Department**  Dean College of Music      \*Supervisor ID

\*Mail Code       \*Weekly Std Hours       \*U.S. Citizen?       \*Empl Class

Pre-Mgr Approver (Optional)

\*Originator Telephone

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		+	-

**Calc Period Amt**

Step	Action
15.	The <b>Location Code</b> populates from the job opening. If needed, use the lookup button to search for and select the desired Location Code.

**FSU Offer - Additional Info**

\*Job Code  Arts Crafts and Related      \*Location Code  HOUSEWRIGHT MUSIC BUILDIN0000

Department  Dean College of Music      \*Supervisor ID

\*Mail Code       \*Weekly Std Hours       \*U.S. Citizen?       \*Empl Class

Pre-Mgr Approver (Optional)


\*Originator Telephone

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		+	-

**Calc Period Amt**



Step	Action
16.	Enter the appropriate <b>Supervisor ID</b> or use the lookup icon to search for the desired Supervisor ID. 

**FSU Offer - Additional Info**

\*Job Code  Arts Crafts and Related      \*Location Code  HOUSEWRIGHT MUSIC BUILDIN0000

Department 187000 Dean College of Music      \*Supervisor ID

\*Mail Code       \*Weekly Std Hours       \*U.S. Citizen?       \*Empl Class

Pre-Mgr Approver (Optional)

\*Originator Telephone

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		+	-

**Calc Period Amt**

Step	Action
17.	Enter the appropriate <b>Mail Code</b> or use the lookup icon to search for the desired Mail Code.

**FSU Offer - Additional Info**

\*Job Code  Arts Crafts and Related      \*Location Code  HOUSEWRIGHT MUSIC BUILDIN0000

Department 187000 Dean College of Music      \*Supervisor ID

\*Mail Code       \*Weekly Std Hours       \*U.S. Citizen?       \*Empl Class

Pre-Mgr Approver (Optional)

\*Originator Telephone

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		+	-

**Calc Period Amt**

Step	Action
18.	Enter the appropriate <b>Weekly Std Hours</b> .

**FSU Offer - Additional Info**

\*Job Code  Arts Crafts and Related      \*Location Code  HOUSEWRIGHT MUSIC BUILDIN0000  
 Department 187000 Dean College of Music      \*Supervisor ID

\*Mail Code       \*Weekly Std Hours       \*U.S. Citizen?       \*Empl Class

Pre-Mgr Approver (Optional)

\*Originator Telephone

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		+	-

**Calc Period Amt**

Step	Action
19.	Click the <b>U.S. Citizen?</b> list. Select the appropriate answer from the list. If unsure, select “yes”, as candidate will identify citizenship status later during the Onboarding process.

**FSU Offer - Additional Info**

\*Job Code  Arts Crafts and Related      \*Location Code  HOUSEWRIGHT MUSIC BUILDIN0000  
 Department 187000 Dean College of Music      \*Supervisor ID

\*Mail Code       \*Weekly Std Hours       \*U.S. Citizen?       \*Empl Class

Pre-Mgr Approver (Optional)

\*Originator Telephone

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		+	-

**Calc Period Amt**

Step	Action
20.	The appropriate <b>Empl Class</b> will automatically populate based on the selected job code ("OPS" for standard OPS job offers, including Graduate Assistant appointments; "Post Doc" for Postdoctoral Scholar appointments; or the appropriate Faculty Employee Class).

**FSU Offer - Additional Info**

\*Job Code: A010 Arts Crafts and Related      \*Location Code: 0054N0000 HOUSEWRIGHT MUSIC BUILDIN0000  
 Department: 187000 Dean College of Music      \*Supervisor ID: [ ]

\*Mail Code: 1180      \*Weekly Std Hours: 15.00      \*U.S. Citizen?: Yes [v]      **\*Empl Class: OPS [v]**

Pre-Mgr Approver (Optional): [ ]      \*Originator Telephone: 850/645-2209

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	03/08/2019	[ ]	[ ]	[ ]	[ ]	+	-

Calc Period Amt

Step	Action
21.	The Pre-Mgr Approver field is optional. Use the lookup button to search and select a <b>Pre-Mgr Approver</b> , if desired. The <b>Originator Telephone</b> will automatically populate.

**FSU Offer - Additional Info**

\*Job Code: A010 Arts Crafts and Related      \*Location Code: 0054N0000 HOUSEWRIGHT MUSIC BUILDIN0000  
 Department: 187000 Dean College of Music      \*Supervisor ID: [ ]

\*Mail Code: 1180      \*Weekly Std Hours: 15.00      \*U.S. Citizen?: Yes [v]      \*Empl Class: OPS [v]

**Pre-Mgr Approver (Optional): [ ]**      \*Originator Telephone: 850/645-2209

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	03/08/2019	[ ]	[ ]	[ ]	[ ]	+	-

Calc Period Amt

Step	Action
22.	Enter the <b>Begin Date</b> . Start dates should be 2 - 3 weeks out to allow time for approvals, Smart Onboarding completion, and background check completion (if applicable). Reference Payroll Deadlines for Smart Onboarding Actions.

**FSU Offer - Additional Info**

\*Job Code  Arts Crafts and Related      \*Location Code  HOUSEWRIGHT MUSIC BUILDIN0000  
 Department 187000 Dean College of Music      \*Supervisor ID

\*Mail Code       \*Weekly Std Hours       \*U.S. Citizen? Yes       \*Empl Class

Pre-Mgr Approver (Optional)

\*Originator Telephone

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text" value="03/08/2019"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

Step	Action
23.	Enter the appropriate funding distribution information into the <b>Percent of Distribution</b> field. If the position is funded by multiple funding sources, click the plus sign <input type="button" value="+"/> to add additional funding information. <b>Note:</b> The total Percent of Distribution must equal 100%.

**FSU Offer - Additional Info**

\*Job Code  Arts Crafts and Related      \*Location Code  HOUSEWRIGHT MUSIC BUILDIN0000  
 Department 187000 Dean College of Music      \*Supervisor ID

\*Mail Code       \*Weekly Std Hours       \*U.S. Citizen? Yes       \*Empl Class

Pre-Mgr Approver (Optional)

\*Originator Telephone

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text" value="03/08/2019"/>	<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

Step	Action
24.	Enter the appropriate funding <b>Combo Code</b> or use the lookup icon to search for the desired funding Combo Code. 🔍 The code must contain an "O" for OPS offers.

**FSU Offer - Additional Info**

\*Job Code: A010 Arts Crafts and Related      \*Location Code: 0054N0000 HOUSEWRIGHT MUSIC BUILDIN0000  
 Department: 187000 Dean College of Music      \*Supervisor ID: [ ]

\*Mail Code: 1180      \*Weekly Std Hours: 15.00      \*U.S. Citizen?: Yes      \*Empl Class: OPS  
 Pre-Mgr Approver (Optional): [ ]  
 \*Originator Telephone: 850/645-2209

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	03/08/2019	100.000	1870001100	04/26/2019		+	-

**Calc Period Amt**

Step	Action
25.	Enter the appropriate <b>Funding End Date</b> . All OPS job offers must have a Funding End Date.

**FSU Offer - Additional Info**

\*Job Code: A010 Arts Crafts and Related      \*Location Code: 0054N0000 HOUSEWRIGHT MUSIC BUILDIN0000  
 Department: 187000 Dean College of Music      \*Supervisor ID: [ ]

\*Mail Code: 1180      \*Weekly Std Hours: 15.00      \*U.S. Citizen?: Yes      \*Empl Class: OPS  
 Pre-Mgr Approver (Optional): [ ]  
 \*Originator Telephone: 850/645-2209

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	03/08/2019	100.000	1870001100	04/26/2019		+	-

**Calc Period Amt**

Step	Action
26.	Click the <b>Calc Period Amt</b> button to calculate the <b>Total Budget Amount</b> .  <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #4a4a4a; color: white;">Calc Period Amt</div>

**FSU Offer - Additional Info**

\*Job Code  Arts Crafts and Related      \*Location Code  HOUSEWRIGHT MUSIC BUILDIN0000  
 Department 187000 Dean College of Music      \*Supervisor ID

\*Mail Code       \*Weekly Std Hours       \*U.S. Citizen? Yes       \*Empl Class

Pre-Mgr Approver (Optional)

\*Originator Telephone

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text" value="03/08/2019"/>	<input type="text" value="100.000"/>	<input type="text" value="1870001100"/>	<input type="text" value="04/26/2019"/>	\$1,080.000000	+	-

Calc Period Amt

Step	Action
27.	Click the <b>Background Check</b> tab.  <div style="border: 1px solid black; padding: 2px; display: inline-block;">Background Check</div>

Offer Details **Background Check** Outside Recruiting

Level of Background Check Required: **BG00, Background Check is not required.**

Budget Manager

Budget Manager Email

Description of Duties/Comments

**Background Check Funding (Required)**

Purchase Order #  Line #

Foundation Fund #

Save as Draft  
 Submit for Approval  
 Add Revised Offer  
 Delete Offer  
 Edit Offer

Step	Action
28.	<p>The <b>Level of Background Check Required</b> will auto-populate from the Background Check Questionnaire on the Job Opening.</p> <p>Enter a <b>Description of Duties</b> for the appointment or state “refer to job opening”. Enter comments as needed. Confirm the <b>Budget Manager</b> and <b>Budget Manager Email</b> is correct. Enter or look up a valid <b>Purchase Order #</b> or enter a valid <b>Foundation Fund #</b> to pay for the background check. The <b>Line #</b> will generate based on purchase order selected.</p>

Offer Details ?

Offer Details | Background Check | Outside Recruiting

**Background Check Funding (Required)**

Purchase Order #   Line #


Foundation Fund #

Budget Manager

Budget Manager Email

**Description of Duties/Comments**

Stagehand and technician for College of Music recital halls.

Step	Action
29.	Click the <b>Outside Recruiting</b> tab. 

Manage Job Opening Prepare Job Offer

**Prepare Job Offer**

[Return](#) | [Recruiting Home](#) Personalize

**Posting Title** College of Music OPS Pool, 2018-2019  
**Job Opening Status** 010 Open  
**Job Title** Arts Crafts and Related  
**Applicant Name** Testing Testing

**Job Opening ID** 44724  
**Business Unit** FSU Business Unit  
**Position Number**  
**Applicant ID** 648613

Offer Details 1 of 1

[Offer Details](#) | [Background Check](#) | **[Outside Recruiting](#)**

1. Was the vacancy/position advertised outside of OMNI?

If Yes, what were the external advertisement sources?

254 characters remaining  
 If Yes, the department must retain a copy in their records.

2. For salaried positions, were applications, CV's, or resumes received outside of OMNI?

If Yes, ensure EEO solicitation has been completed and upload an Applicant Flow Log for all candidates on the Activities & Attachments tab of the job opening in OMNI.

[Save as Draft](#)  
[Submit for Approval](#)  
  
[Add Revised Offer](#)  
[Delete Offer](#)  
[Edit Offer](#)

Step	Action
30.	Answer <b>Questions 1</b> and <b>2</b> . If "Yes" to question 1, list the external advertising sources in the box, and keep a copy of those ads in department's recruitment records.  For <b>Question 2</b> , answer "Not Applicable" for OPS job offers.

**1. Was the vacancy/position advertised outside of OMNI?**

If Yes, what were the external advertisement sources?

254 characters remaining  
 If Yes, the department must retain a copy in their records.

**2. For salaried positions, were applications, CV's, or resumes received outside of OMNI?**

If Yes, ensure EEO solicitation has been completed and upload an Applicant Flow Log for all candidates on the Activities & Attachments tab of the job opening in OMNI.



Step	Action
31.	Click <b>Save as Draft</b> to save, or <b>Submit for Approval</b> to submit the job offer.

**Prepare Job Offer**

[Return](#) | [Recruiting Home](#)

**Posting Title** College of Music OPS Pool, 2018-2019  
**Job Opening Status** 010 Open  
**Job Title** Arts Crafts and Related  
**Applicant Name** Testing Testing

**Job Opening ID** 44724  
**Business Unit** FSU Business Unit  
**Position Number**  
**Applicant ID** 648613

Offer Details [?](#)

[Offer Details](#) | [Background Check](#) | [Outside Recruiting](#)

**1. Was the vacancy/position advertised outside of OMNI?**

If Yes, what were the external advertisement sources?

254 characters remaining

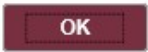
If Yes, the department must retain a copy in their records.

**2. For salaried positions, were applications, CV's, or resumes received outside of OMNI?**

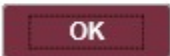
If Yes, ensure EEO solicitation has been completed and upload an Applicant Flow Log for all candidates on the Activities & Attachments tab of the job opening in OMNI.

[Save as Draft](#)  
[Submit for Approval](#)

[Add Revised Offer](#)  
[Delete Offer](#)  
[Edit Offer](#)

Step	Action
32.	After you have submitted the job offer, a confirmation message pops up.  Click the <b>OK</b> button.  

You have successfully submitted Testing Testing's job offer. (0,0)



Step	Action
33.	<p>Navigate to the <b>Approvals</b> tab to review the status of the job offer in the workflow.</p> <p>To insert an additional approver, click the plus sign at the desired point, ensuring that the HR Final Approver is listed last.</p> <p><b>Next Steps:</b> Once the job offer is final approved, your HR Recruiter will launch the Smart Onboarding invitation to the candidate. The candidate will receive an email with the appropriate link to complete the Onboarding process. <i>(If an Employee Id pulled into the <b>FSU Offer – Additional Info</b> section as described above, the candidate will utilize their FSU credentials to log in and complete the required Smart Onboarding steps.)</i></p> <p>The job offer initiator and Department Representative will also receive an email indicating that onboarding has been launched, what type of package the candidate will be completing, and tips for success.</p> <p><b>NOTE:</b> To check the status of a job offer, go to <b>Recruiting &gt; Search Job Openings &gt;</b> across from the candidate’s name, click <b>Other Actions &gt; Recruiting Actions &gt; Prepare/View Job Offer &gt; Approvals</b> tab.</p> <p><b>Editing an Offer:</b> The <b>edit offer</b> button is only live during the draft job offer stage. If you need to change a submitted job offer, it must be denied by the approver so the originator may “<b>add revised offer</b>”. At the add revised offer step, the data will be retained and editable. Be sure to click <b>Calc Period Amount</b> before clicking <b>Submit for Approval</b>.</p>

The screenshot displays the 'Prepare Job Offer' interface. At the top, there are navigation links for 'Return' and 'Recruiting Home', and a 'Personalize' option. The main content area shows job offer details: Posting Title (College of Music OPS Pool, 2018-2019), Job Opening Status (010 Open), Job Title (Arts Crafts and Related), and Applicant Name (Testing Testing). On the right, it lists Job Opening ID (44724), Business Unit (FSU Business Unit), Position Number, and Applicant ID (648613). Below this is the 'Offer Details' section with a search bar and a dropdown menu set to '1 of 1'. A horizontal menu contains 'Offer Details', 'Background Check', 'Outside Recruiting', and 'Approvals', with 'Approvals' highlighted by a red box. The 'FSU Job Offer Workflow' section shows a 'Job Offer: Pending' status. The workflow diagram includes a 'Pending' box for 'FSU Job Offer Dept. Mgr.' and a 'Not Routed' box for 'Multiple Approvers' and 'HR Final Approver'. A 'Submit' button is located below the workflow, followed by a 'Comments' text area. At the bottom, there are 'Return' and 'Recruiting Home' links and a 'Top of Page' link.

**Congratulations!** You have completed the topic.  
 Questions on this procedure? Contact your [Assigned Recruiter](#).