

Approving a Job Offer

Overview:

Understanding the Approving a Job Offer Process

In this topic, you will learn the steps to approve a job offer once it has been submitted for your approval. You will be able to review the offer details including the offer amount, frequency, begin date, end date, etc. If the offer needs to be denied or pushed back for any changes, you can do so as well. Approval comments can be made on the approval page. Once you have approved the job offer, it will route to the next approver. Additional approvers can be added as needed by clicking the plus sign on the approval chain.

Procedure

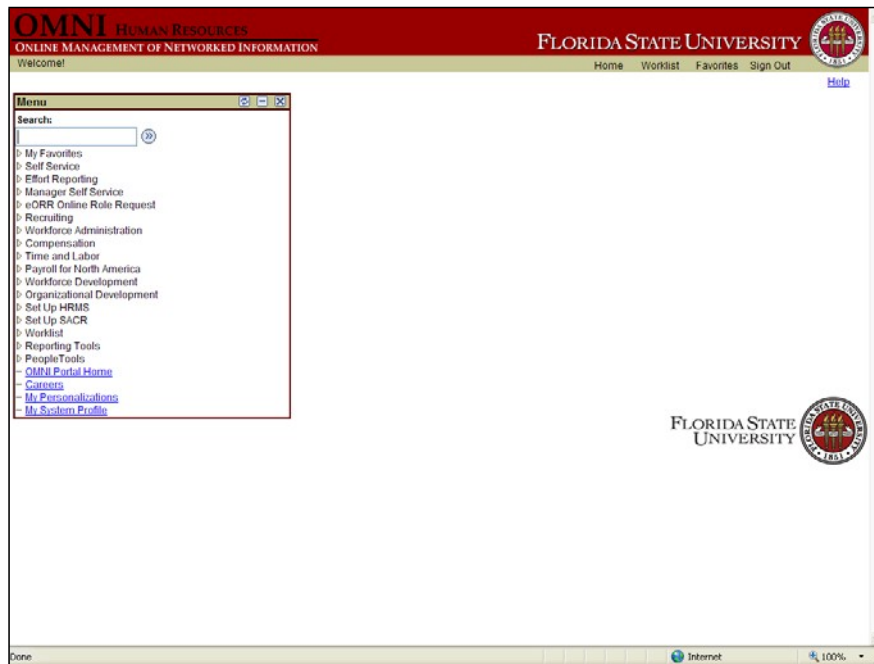
Scenario:

In this topic, you will learn the steps to approve a job offer.

Key Information:

Job Opening ID

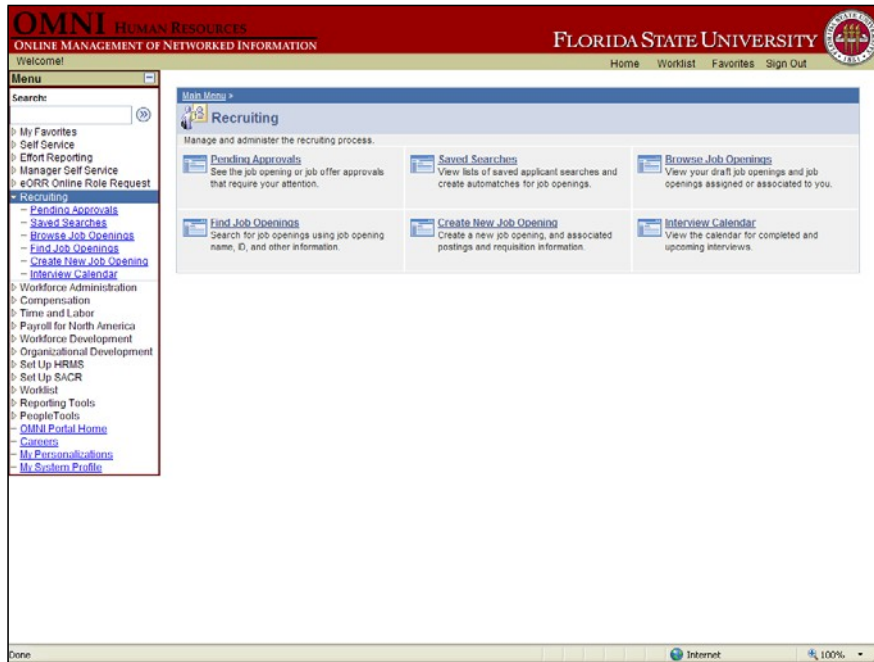
Step	Action
1.	Click the Human Resources link.



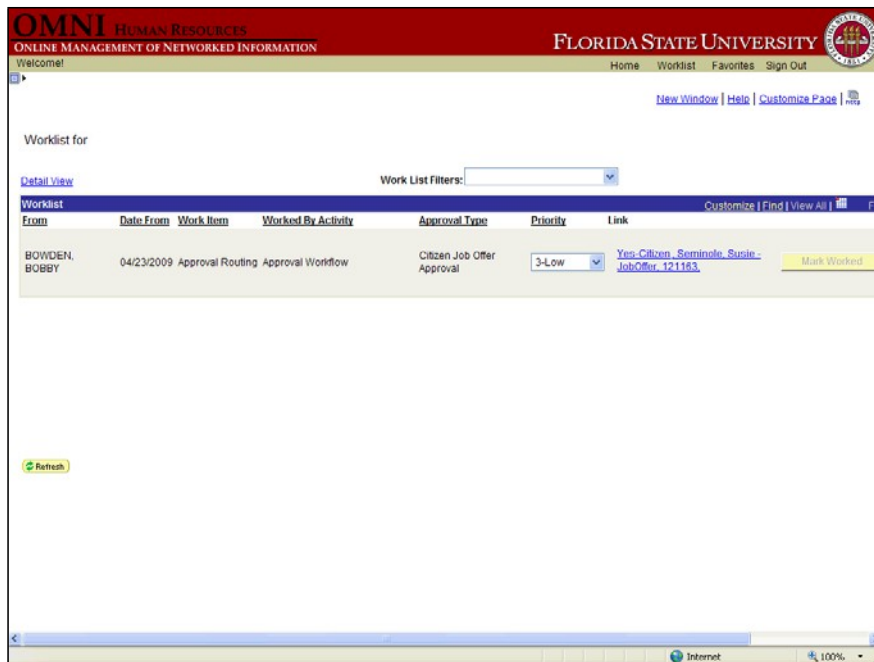
Step	Action
2.	Click the Recruiting link.

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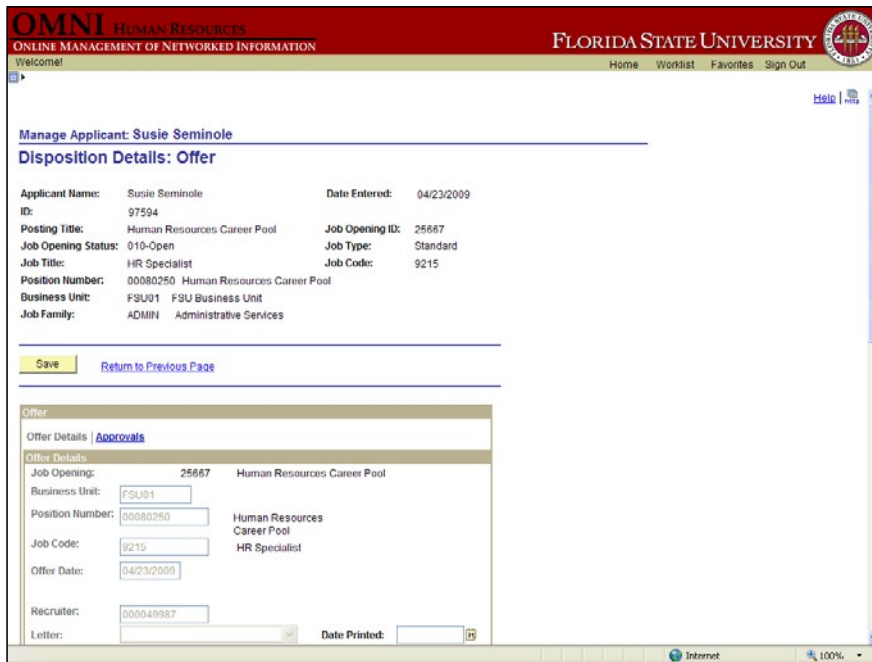
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Step	Action
3.	Click the Worklist link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Worklist</div>



Step	Action
4.	Click the appropriate item on the worklist. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Yes-Citizen, Seminole, Susie - JobOffer, 121163. </div>



Step	Action
5.	Scroll down to view the Funding Detail link.

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OMNI HUMAN RESOURCES
 ONLINE MANAGEMENT OF NETWORKED INFORMATION
 FLORIDA STATE UNIVERSITY

Welcome! Home Worklist Favorites Sign Out

Offer
 Offer Details | Approvals

Offer Details
 Job Opening: 25667 Human Resources Career Pool
 Business Unit: FSU01
 Position Number: 0080250 Human Resources Career Pool
 Job Code: 9215 HR Specialist
 Offer Date: 04/23/2009
 Recruiter: 000049987
 Letter: [Dropdown] Date Printed: [Dropdown]
 Email Applicant Upload Letter
 *Status: 005 Pending Approval
 Reason: [Dropdown]
 Created By: Francesca Ciacio-Freeman

Recommended Salary Range

Component	Offer Amount	Currency	Frequency
Base Salary Offer Component	35000.000000	USD	26.1

[Add/Edit Job Offer Funding](#)

Comments
 Add comments here.

Step	Action
6.	Click the Add/Edit Job Offer Funding link to review hire date, funding source, and ending date (if applicable). Add/Edit Job Offer Funding

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Job Offer

Job Offer
 Applicant Name: Susie Seminole
 Applicant ID: 97594
 Offer Date: 04/23/2009
 Job Opening ID: 25667 Human Resources Career Pool
 *Job Code: 9215 HR Specialist
 *Department: 025000 Human Resources
 *Location Code: 0223A6200 UNIVERSITY CENTER - BLDG40200
 Weekly Std Hours: 10.00
 U.S. Citizen? Yes
 Offer Amount: 35000.000000 Frequency: 26.1

Funding Details

Funding Begin Date	Dist %	Funding Combo Code	Funding End Date	Total Period Amt
04/10/2009	100.000	025000110S	01/01/9999	35000.000000

Calc Period Amt

Pre-Manager Approver (Optional)
 Pre-Manager Approver [Dropdown]
 VP Approver [Dropdown]

Step	Action
7.	Review all funding detail by scrolling down.

The screenshot displays the OMNI Human Resources interface for Florida State University. The page title is "OMNI HUMAN RESOURCES ONLINE MANAGEMENT OF NETWORKED INFORMATION". The user is logged in as "Human Resources" at the "UNIVERSITY CENTER - BLDG A6200".

Key fields and values shown include:

- *Department: 025000
- *Location Code: 0223A6200
- Weekly Std Hours: 40.00
- U.S. Citizen?: Yes
- Offer Amount: 35000.000000
- Frequency: 25.1

The "Funding Details" section contains a table with the following data:

Funding Begin Date	Dist %	Funding Combo Code	Funding End Date	Total Period Amt
04/10/2009	100.000	025000110S	01/01/9999	35000.000000

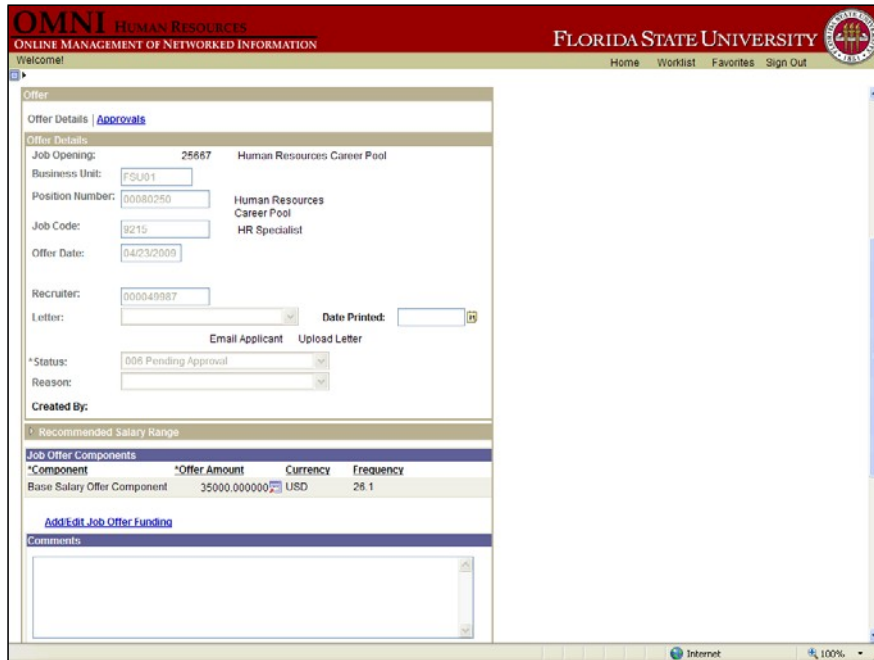
Other fields include "Pre-Manager Approver (Optional)", "VP Approver" (Bobby Bowden), and "Offer Creator Phone Number" (644-7701). The page concludes with "Save and Continue" and "Cancel" buttons.

Step	Action
8.	Once you have reviewed the information, click the Cancel button to return to the Job Offer page.

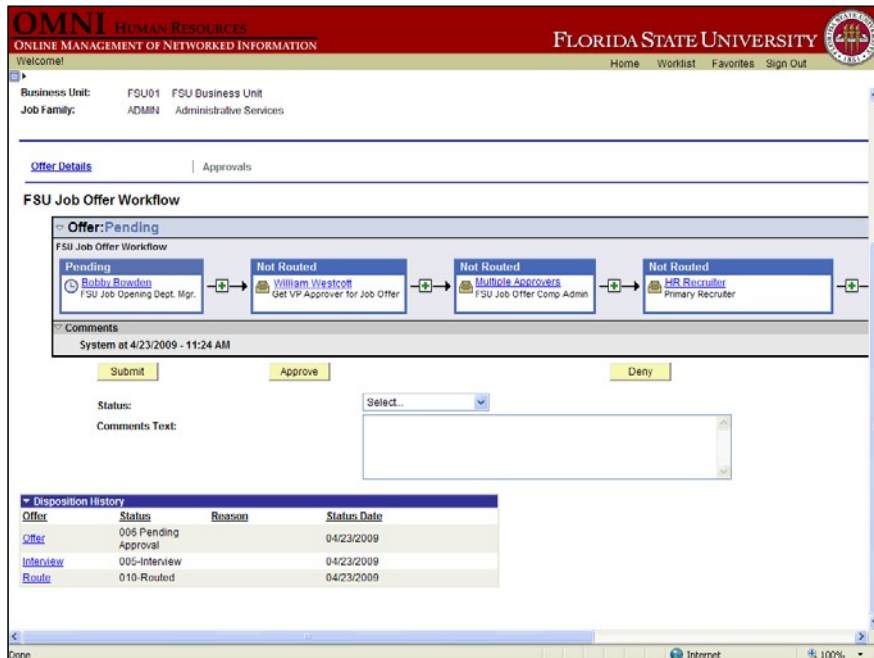
Cancel

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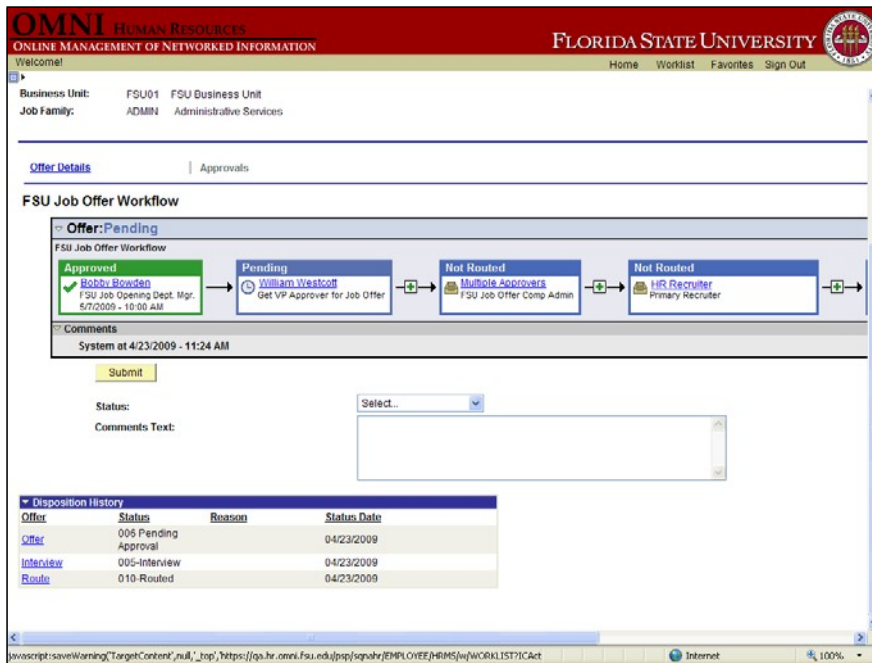
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Step	Action
9.	Click the Approvals link.



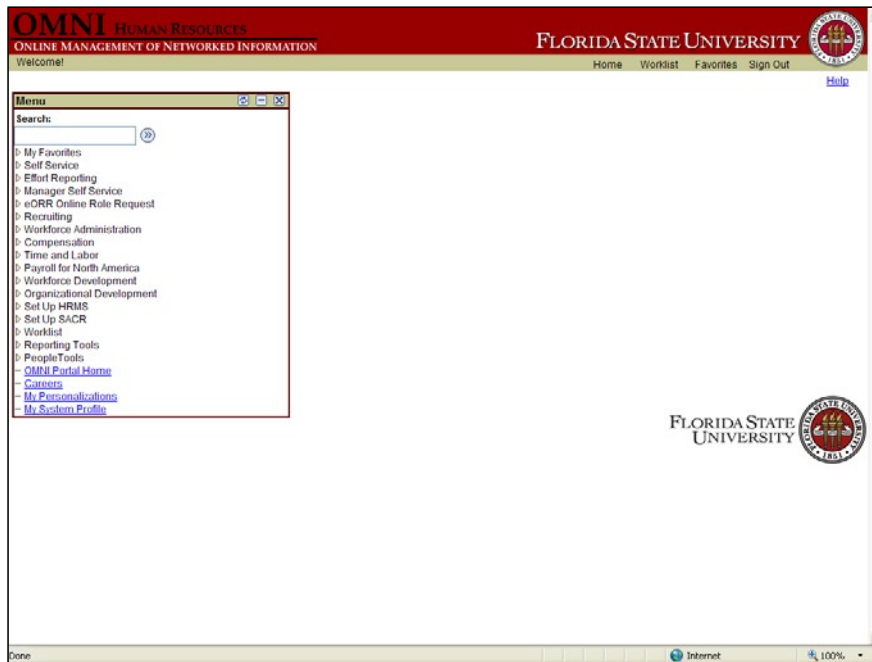
Step	Action
10.	<p>If all information is correct, click the Approve button.</p> <p>If any information is incorrect, click the Deny button to send the Job Offer back for editing.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 10px;">Approve</div>



Step	Action
11.	<p>Click the Home link.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 10px;">Home</div>

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Step	Action
12.	Congratulations! You have completed the topic. End of Procedure.