

Viewing a Job Offer

Overview:

Understanding the Viewing a Job Offer Process

In this topic, you will learn the steps to view a job offer once the job offer has been created. Once the job offer has been submitted, the system will bring up the approval chain that shows who the offer will route to for approval. 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 viewing a job offer.

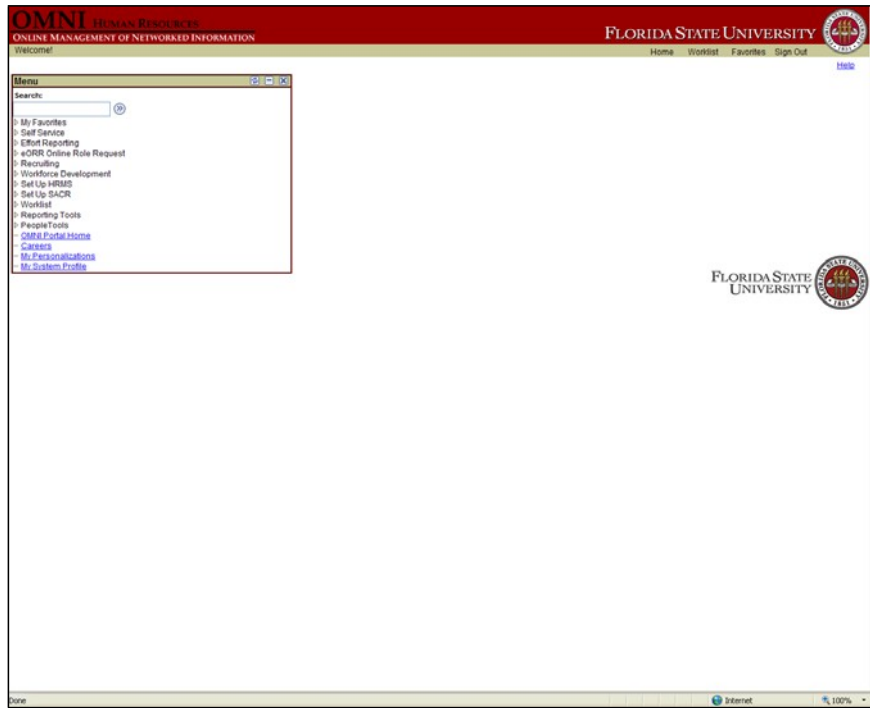
Key Information:

Job Opening ID

Step	Action
1.	Click the Human Resources link.

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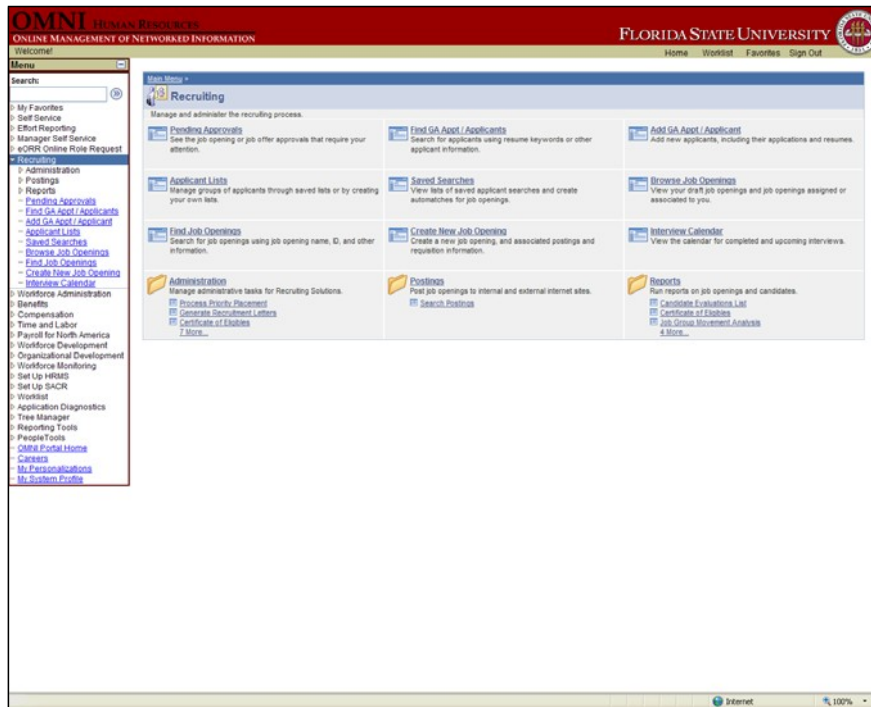
Viewing a Job Offer



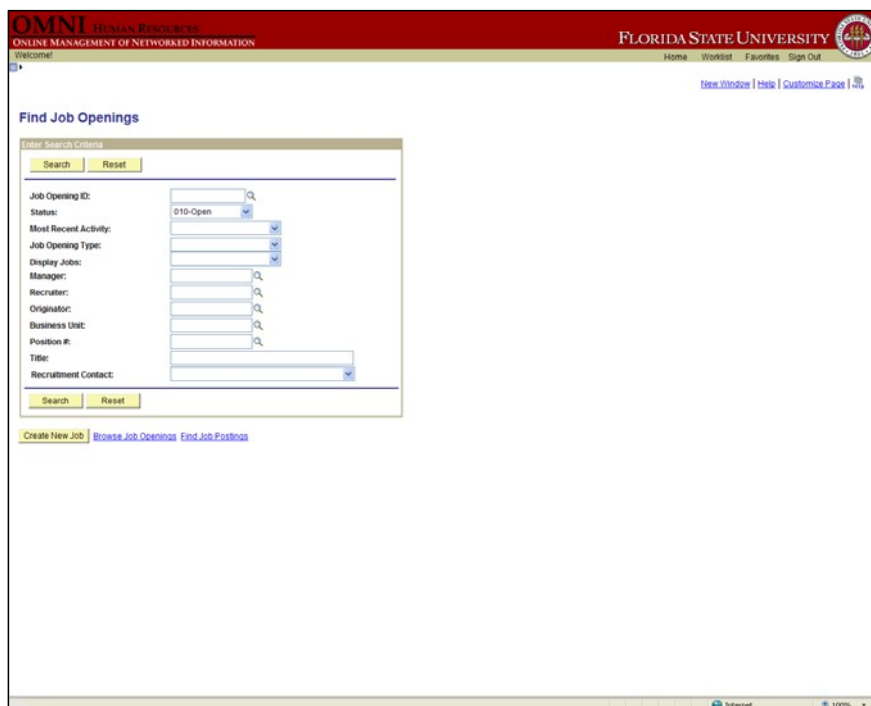
Step	Action
2.	Click the Recruiting link. <input type="text" value="Recruiting"/>

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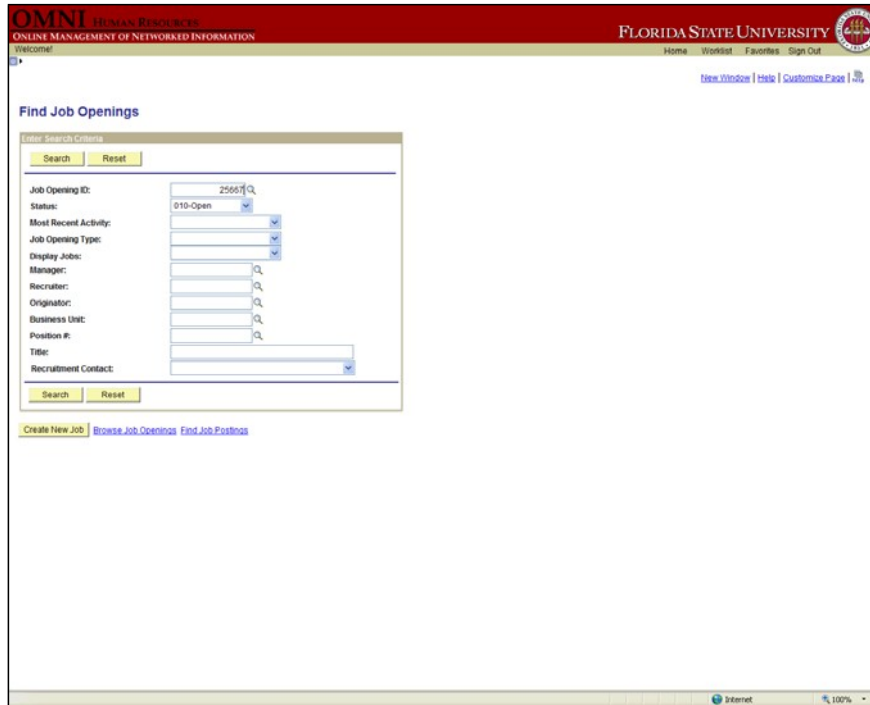
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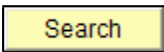


Step	Action
3.	Click the Find Job Openings link. Find Job Openings



Step	Action
4.	Enter the desired Job Opening ID .



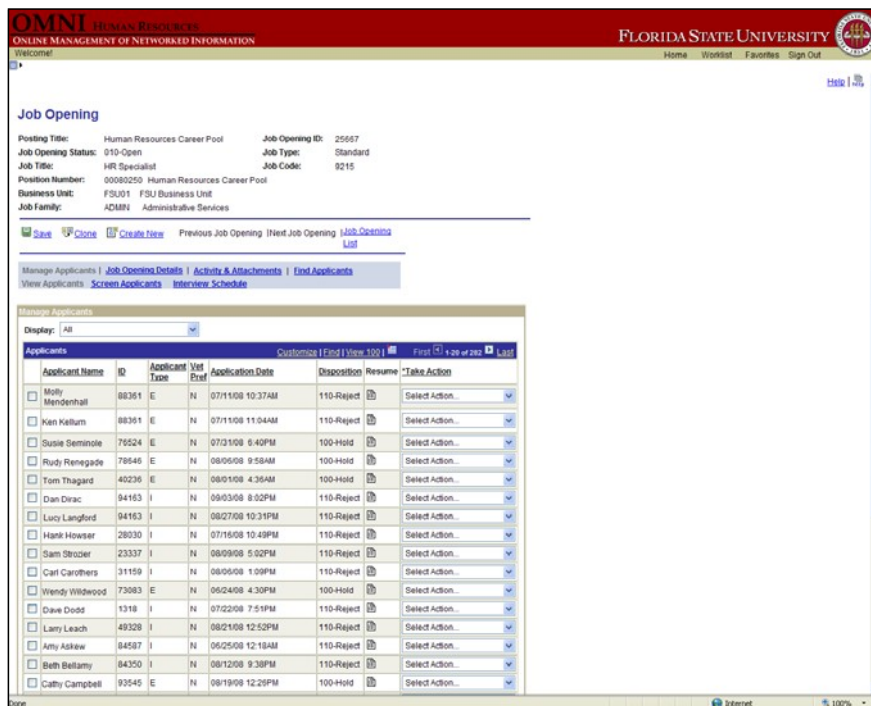
Step	Action
5.	Click the Search button. 

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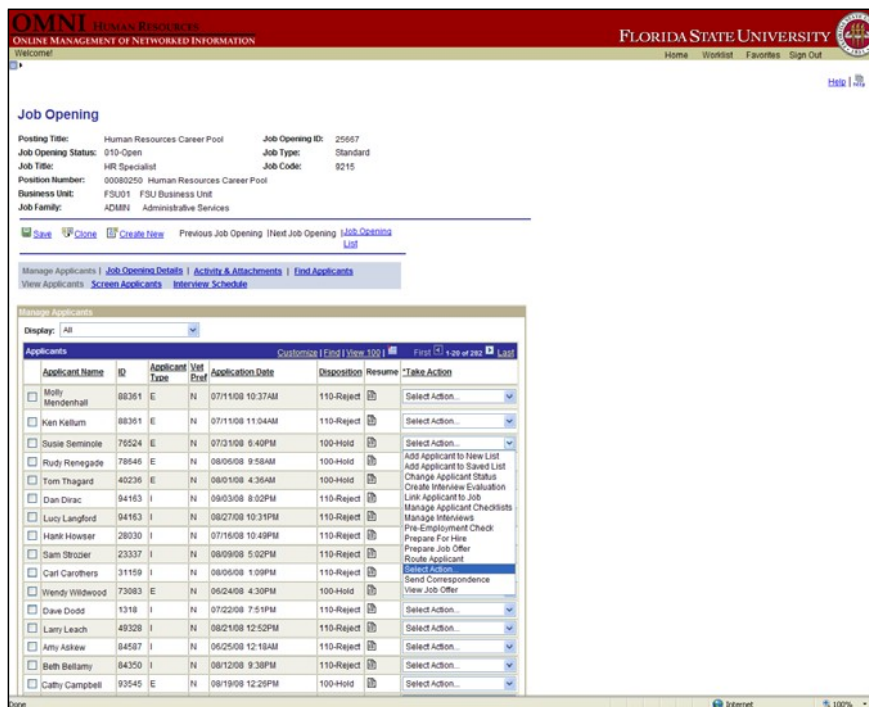
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Step	Action
6.	Select the desired Job Opening .



Step	Action
7.	Click the Take Action list for the desired applicant. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Select Action... ▾</div>



Step	Action
8.	Click the View Job Offer list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">View Job Offer</div>

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Welcome! Home Worklist Favorites Sign Out

Manage Applicant: Susie Seminole

Disposition Details: Offer

Applicant Name: Susie Seminole Date Entered: 10/23/2008
 ID: 76524
 Posting Title: Human Resources Career Pool Job Opening ID: 25667
 Job Opening Status: 010-Open Job Type: Standard
 Job Title: HR Specialist Job Code: 9215
 Position Number: 00080250 Human Resources Career Pool
 Business Unit: FSU01 FSU Business Unit
 Job Family: ADMIN Administrative Services

Save Return to Previous Page

Offer

Offer Details | Approvals

Offer Details

Job Opening: 25667 Human Resources Career Pool
 Business Unit: FSU01
 Position Number: 00080250 Human Resources Career Pool
 Job Code: 9215 HR Specialist
 Offer Date: 09/15/2008
 Recruiter: 000049987
 Letter: [dropdown] Date Printed: [dropdown]
 *Status: 006 Pending Approval
 Reason: [dropdown]
 Created By:

Recommended Salary Range

Job Offer Components

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

Add/Edit Job Offer Funding

Comments

Step	Action
9.	To review funding information, Click the Add/Edit Job Offer Funding link. Add/Edit Job Offer Funding

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Job Offer

Job Offer

Applicant Name: Susie Seminoe
 Applicant ID: 76524
 Offer Date: 05/15/2009
 Job Opening ID: 25667 Human Resources Career Pool
 *Job Code: 0215 HR Specialist
 *Department: 025000 Human Resources
 *Location Code: 022340200 UNIVERSITY CENTER - BLDG40200

Weekly Std Hours: 40.00
 U.S. Citizen?: Yes
 Offer Amount: 35000.000000 Frequency: 25.1

Funding Details

Funding Begin Date	Dist %	Funding Combo Code	Funding End Date	Total Period Amt
04/10/2009	100.000	0010013305	01/01/9999	35000.000000

Calc Period Amt

Pre-Manager Approver (Optional)

Pre-Manager Approver

SP Approver

NYP Approver: Bobby Bowden Bobby Bowden

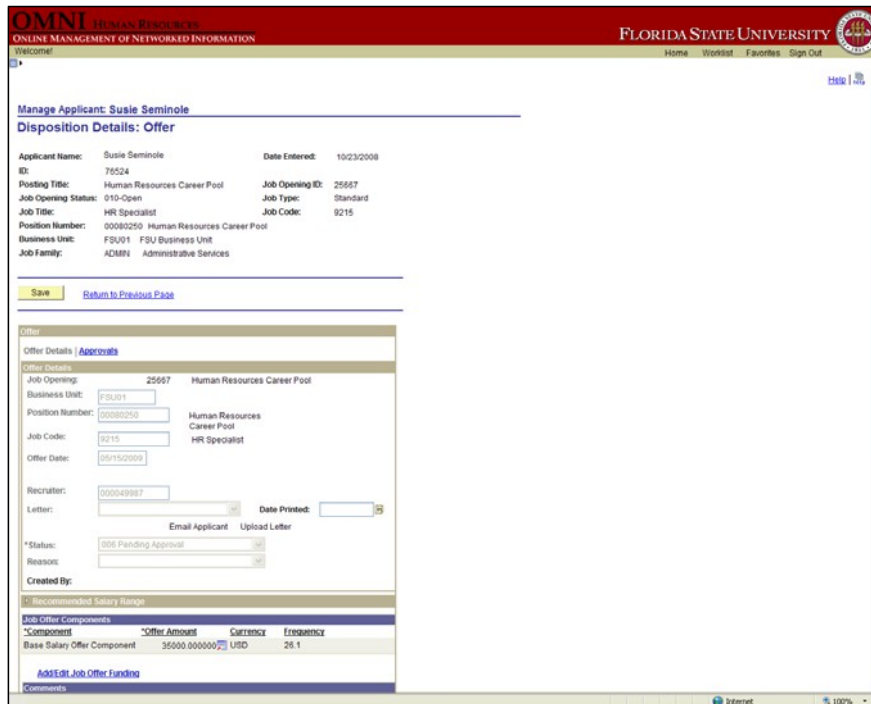
Offer Creator Phone Number

Telephone: 645-1111

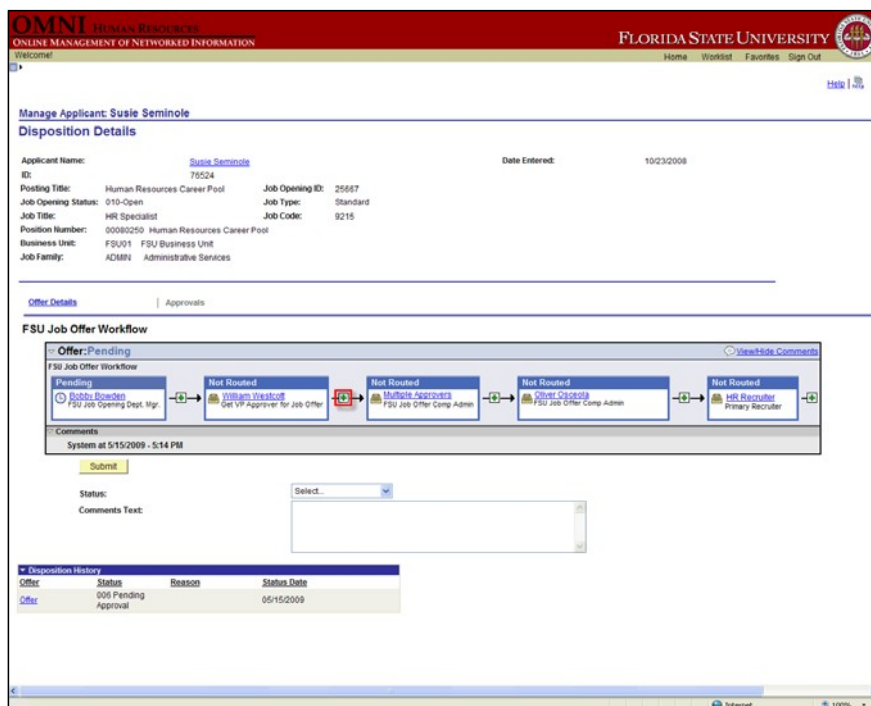
Offer Comments

Save and Continue Cancel

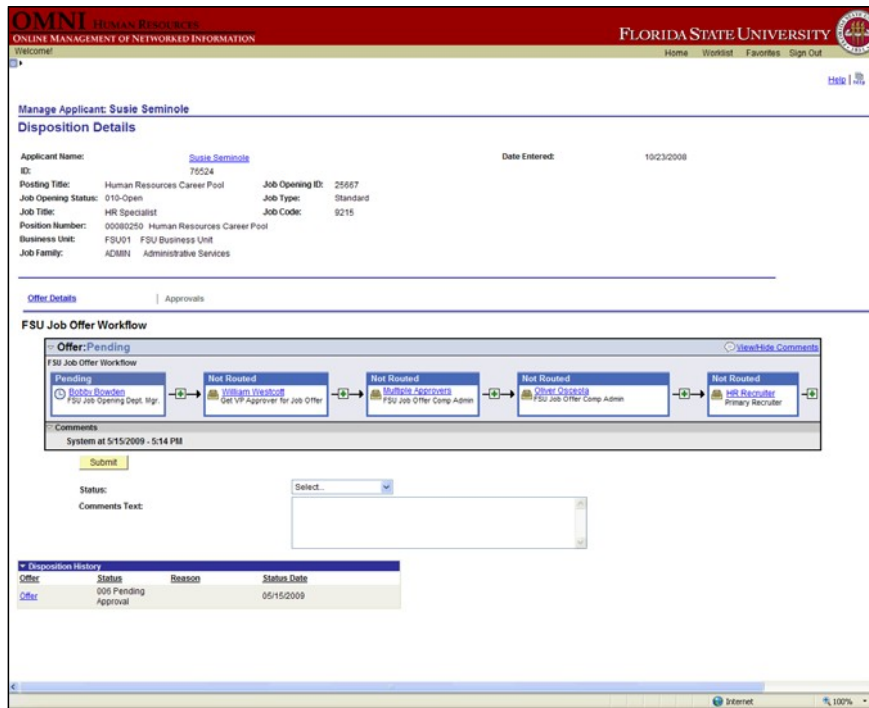
Step	Action
10.	Review information as needed. Click the Save and Continue button to return to the main page. Save and Continue



Step	Action
11.	To review the approval chain for this Job Offer, click the Approvals link.



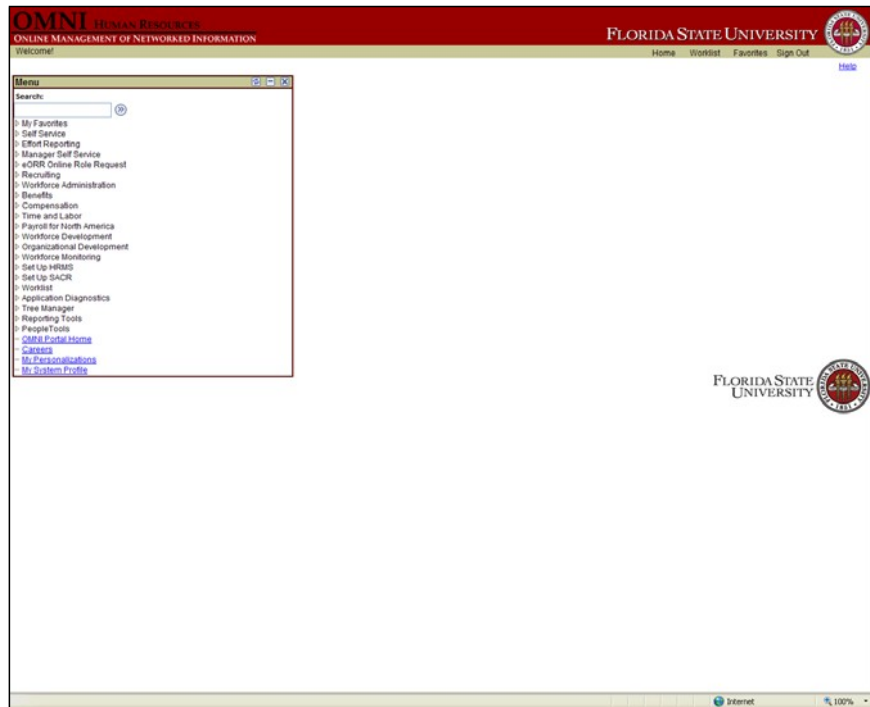
Step	Action
12.	<p>Review approvals as needed.</p> <p>To add additional approvals click on the plus at the desired step.</p> <p>NOTE: The primary recruiter must always be the last approver in line.</p>



Step	Action
13.	<p>Click the Home link.</p> <p>Home</p>

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