

## 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:

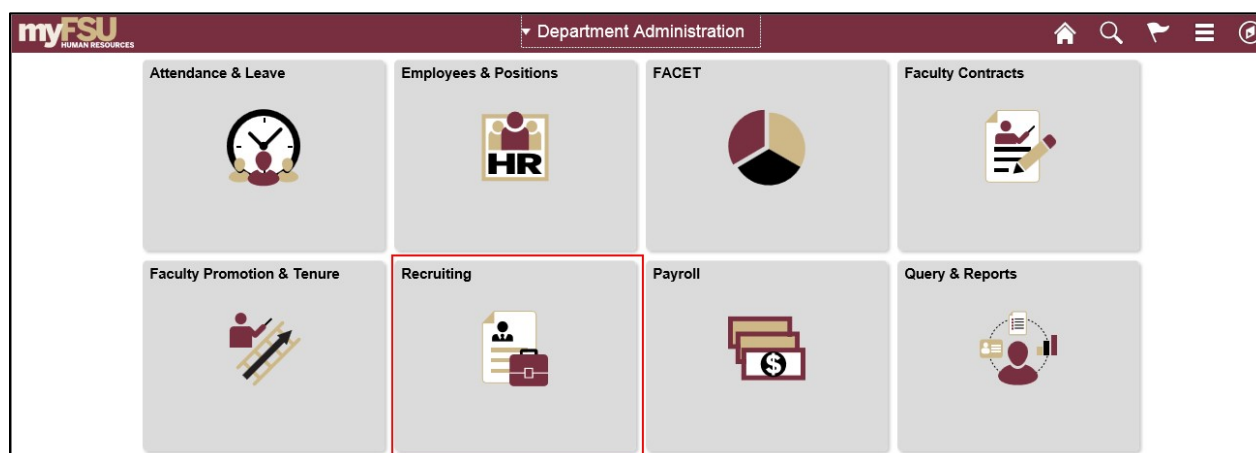
Departments can create their own OPS job openings or pools from which to recruit and hire OPS candidates. This topic details the steps to create a job offer from an *advertised* OPS job opening in OMNI HR.

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. |

The screenshot shows the Recruiting Search Job Openings page. The left sidebar, titled 'Manager Self Service', contains links for 'Create Job Opening', 'Interview Calendar', 'Pending Approvals', 'Search Job Openings' (highlighted with a red border), and 'View References'. The main content area is titled 'Search Job Openings' and includes a breadcrumb trail: 'Recruiting Home | Create Job Opening'. Below the breadcrumb is a 'Search Criteria' section with various filters: Job Posting Title, Job Opening ID, Status (Open), Most Recent Activity, Job Opening Type, Hot Job, My Association, Hiring Manager, Recruiter, Created By, Business Unit, Department, Position Number, and Recruitment Contact. At the bottom are 'Search' and 'Clear' buttons.

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

Manager Self Service
Recruiting

Create Job Opening
Interview Calendar
Pending Approvals
Search Job Openings
View References

Search Job Openings

Recruiting Home | Create Job Opening

Search Criteria
Job Posting Title
Job Opening ID 44724 x
Status Open
Most Recent Activity
Job Opening Type
Hot Job
My Association
Hiring Manager
Recruiter
Created By
Business Unit
Department
Position Number
Recruitment Contact
Search Clear

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

Manager Self Service
Recruiting

Create Job Opening
Interview Calendar
Pending Approvals
Search Job Openings
View References

Search Job Openings

Recruiting Home | Create Job Opening

Search Criteria
1 Results Found
Search Results

Job Opening

Job ID

Status

Type

Recruiting Location

College of Music OPS Pool, 2018-2019
44724
Open
Standard Requisition
Tallahassee, FL

Group Actions

Last updated 01/03/22

3

| Step | Action                                                                                                            |
|------|-------------------------------------------------------------------------------------------------------------------|
| 5.   | Click the <b>Other Actions</b> dropdown list across from the selected applicant's name.<br>▼ <b>Other Actions</b> |

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 Activity & Attachments Details

All (2) Applied (1) Screen (0) Route (0) Interview (0) Offer (0) Hire (0) Hold (0) Reject (1)

Applicants 1

| Select                   | Applicant Name  | Applicant ID | Vet Pref | Application Date  | Type     | Disposition | Application | Route | Print |               |
|--------------------------|-----------------|--------------|----------|-------------------|----------|-------------|-------------|-------|-------|---------------|
| <input type="checkbox"/> | Testing Testing | 648613       | N        | 02/18/2019 4:00PM | External | 010-Appl    |             |       |       | Other Actions |

| 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)  
Department 187000 (Dean College of Music)

Applicants Activity & Attachments Details

All (2) Applied (1) Screen (0) Route (0) Interview (0) Offer (0) Hire (0) Hold (0) Reject (1)

Applicants 1

| Select                   | Applicant Name  | Applicant ID | Vet Pref | Application Date  | Type     | Disposition | Application | Route | Print |                                                          |
|--------------------------|-----------------|--------------|----------|-------------------|----------|-------------|-------------|-------|-------|----------------------------------------------------------|
| <input type="checkbox"/> | Testing Testing | 648613       | N        | 02/18/2019 4:00PM | External | 010-Appl    |             |       |       | Other Actions<br>Recruiting Actions<br>Applicant Actions |

Select All Deselect All Group Actions

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

**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: FSU001 (FSU Business Unit)  
 Department: 187000 (Dean College of Music)

**Applicants** | Activity & Attachments | Details

| All (2)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Applied (1)     | Screen (0)   | Route (0) | Interview (0)     | Offer (0) | Hire (0)    | Hold (0)    | Reject (1) |        |                |              |          |                  |      |             |             |       |       |                          |                 |        |   |                   |          |          |  |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------|-----------|-------------------|-----------|-------------|-------------|------------|--------|----------------|--------------|----------|------------------|------|-------------|-------------|-------|-------|--------------------------|-----------------|--------|---|-------------------|----------|----------|--|--|--|
| <p><b>Applicants</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Applicant Name</th> <th>Applicant ID</th> <th>Vet Pref</th> <th>Application Date</th> <th>Type</th> <th>Disposition</th> <th>Application</th> <th>Route</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Testing Testing</td> <td>648613</td> <td>N</td> <td>02/18/2019 4:00PM</td> <td>External</td> <td>010-AppI</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> |                 |              |           |                   |           |             |             |            | Select | Applicant Name | Applicant ID | Vet Pref | Application Date | Type | Disposition | Application | Route | Print | <input type="checkbox"/> | Testing Testing | 648613 | N | 02/18/2019 4:00PM | External | 010-AppI |  |  |  |
| Select                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Applicant Name  | Applicant ID | Vet Pref  | Application Date  | Type      | Disposition | Application | Route      | Print  |                |              |          |                  |      |             |             |       |       |                          |                 |        |   |                   |          |          |  |  |  |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Testing Testing | 648613       | N         | 02/18/2019 4:00PM | External  | 010-AppI    |             |            |        |                |              |          |                  |      |             |             |       |       |                          |                 |        |   |                   |          |          |  |  |  |

**Applicant Actions**

- Create Interview Evaluation
- Prepare / View Job Offer**
- View / Edit Application Details
- RECRUITER ONLY - Edit Disposition

| Step | Action                                                                                                                                                            |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.   | Begin on the <b>Offer Details</b> tab.<br><div>Offer Details</div><br><b>Note:</b> Much of the data on the Offer Details page will populate from the job opening. |

**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

**Offer Details** | Background Check | Outside Recruiting

Job Opening: 44724 College of Music OPS Pool, 2018-2019  
 Position Number:  
 Job Code: A010 Arts Crafts and Related  
 Recruiter:  
 Status: 006 Pending Approval  
 Reason:   
 Created By:

| 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.<br>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> ).<br><b>Currency</b> should be <b>USD</b> . |

Job Offer Components ?

| *Component             | *Offer Amount | Currency | Frequency |  |  |
|------------------------|---------------|----------|-----------|--|--|
| Base Salary Offer Comp | 10.00 x       | 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      | <div> 19.5<br/> 21.4<br/> 26.1<br/> Hourly </div> |  |  |

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. |

Comments ?
1 of 1
View All

Added By
Last Updated By

Add Another Comment

| Step | Action                                                                                                                                                                                                                                                                                |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13.  | <p>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.</p> <p>The <b>Job Code</b> will automatically populate from the job opening.</p> |

FSU Offer - Additional Info

\*Job Code

A010

Arts Crafts and Related

\*Location Code

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

1 of 1

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

Calc Period Amt

| 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 ☐ 

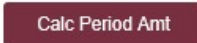
Pre-Mgr Approver (Optional)  

\*Originator Telephone

**FSU Funding**



  1-1 of 1 


|   | 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"/>  |                     |  |  |







| 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**

  1-1 of 1 

|   | 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"/>  |                     |  |  |



| 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.<br>Select the appropriate answer from the list. |

**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  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** OPS ☒

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"/> |                     | + | - |

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  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 OPS ☒

**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"/> |                     | + | - |

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"/> |                     | + | - |

Calc Period Amt

| 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  to add additional funding information.<br><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"/> |                     | + | - |

Calc Period Amt

| 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  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 OPS ☒

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"/> |                     | + | - |

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  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 OPS ☒

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"/> |                     | + | - |

Calc Period Amt

| Step | Action                                                                                                              |
|------|---------------------------------------------------------------------------------------------------------------------|
| 26.  | Click the <b>Calc Period Amt</b> button to calculate the <b>Total Budget Amount</b> .<br><br><b>Calc Period Amt</b> |

**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" value="03/08/2019"/> | <input type="text" value="100.000"/> | <input type="text" value="1870001100"/> | <input type="text" value="04/26/2019"/> | <input type="text" value="\$1,080.000000"/> | <input type="text" value="+"/> | <input type="text" value="-"/> |

**Calc Period Amt**

| Step | Action                                                                |
|------|-----------------------------------------------------------------------|
| 27.  | Click the <b>Background Check</b> tab.<br><br><b>Background Check</b> |

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

Budget Manager

Budget Manager Email

Background Check Funding (Required)

Purchase Order #

Line #

Foundation Fund #

Description of Duties/Comments

Stagehand and technician for College of Music recital halls.

| Step | Action                                                                    |
|------|---------------------------------------------------------------------------|
| 29.  | Click the <b>Outside Recruiting</b> tab.<br><div>Outside Recruiting</div> |

Manage Job Opening

Prepare Job Offer

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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

Offer Details

Background Check

Outside Recruiting

Save as Draft

Submit for Approval

Add Revised Offer

Delete Offer

Edit Offer

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                                                                                                                                                                                                                                                          |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.<br><br>For <b>Question 2</b> , answer "Not Applicable" for OPS job offers. |

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

NO

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?

Not Applicable

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. |

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**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?  
NO

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?  
Not Applicable

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.  | <p>After you have submitted the job offer, a confirmation message pops up.</p> <p>Click the <b>OK</b> button.</p> <div>OK</div> |

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

OK

| 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> |

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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
Background Check
Outside Recruiting
**Approvals**

#### FSU Job Offer Workflow

Job Offer: Pending

Pending
FSU Job Offer Dept. Mgr.

Not Routed
Multiple Approvers
HR Final Approver

Submit

Comments

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