

Creating a Salaried Job Offer

Key Information:

Employment Appointment Checklists OMNI Recruiting Training Guides Payroll Deadlines for Smart Onboarding Actions Smart Onboarding Website

Required Role: FSU_SS_MANAGER

Creating a Salaried Job Offer Process:

In this topic, you will learn the steps to create a Salaried Faculty or Staff (A&P or USPS) job offer once a top candidate has been identified. A job offer is input after the department has entered interview evaluations and disposition codes, taken steps to <u>confirm a top candidate's qualifications</u>, completed the pre-employment checklist, obtained approval for the salary, and discussed the anticipated start date and hiring salary with the candidate.

At this stage, although you are entering a job offer in OMNI, a *formal* job offer should not be made. This is because the Smart Onboarding processes, to include a criminal history background check, have yet to be completed.

Step	Action
1.	Click the Recruiting tile.

	✓ Department A	dministration	🎓 Q 🏲	≣ ∅
Attendance & Leave	Employees & Positions	FACET	Faculty Contracts	
	HR			
Faculty Promotion & Tenure	Recruiting	Payroll	Query & Reports	
*//		\$		

Step	Action
2.	Click the Search Job Openings tab.

Contract Administration		Recruiting
Search Job Openings	Search Job Openings	
Pending Approvals	🕋 Recruiting Home 🗟 Create Job Opening	
	Search Criteria 👔	
Create Job Opening	Job Posting Title	
	Job Opening ID	
Create GA Appt/OPS Fac Appt	Status Open	~
	Most Recent Activity	~
View References	Job Opening Type	~
	Hot Job	~
	My Association	~
	Hiring Manager	Q
	Recruiter	Q
	Created By	Q
	Business Unit	Q
	Department	
	Position Number	Q
	Recruitment Contact	~
	Search Clear	

Step	Action
3.	Enter the desired Job Opening ID . Click the Search button. Search

Contract Administration		Re	cruiting
👕 Search Job Openings	Search Job Openings		
Pending Approvals	🖀 Recruiting Home 🗟 Create Job C	pening	
	Search Criteria 👔		
E Create Job Opening	Job Posting Title		
	Job Opening ID	43667	
T View References	Status	Open 🗸	
	Most Recent Activity	~	
	Job Opening Type	~	
	Hot Job	~	
	My Association	~	
	Hiring Manager		Q
	Recruiter		Q
	Created By		Q
	Business Unit		Q
	Department]
	Position Number		Q
	Recruitment Contact	~	
	Search Clear		

Step	Action
4.	Select the appropriate Job Opening link.

Search Job Openings									
🕋 Recruiting Home 🚔 Create Job C	Opening								
Search Criteria 👔									
1 Results Found									
Search Results ②					Pers	onalize Find	View All 🗖 📑	First	🕚 1 of 1 🕑 Last
Job Opening	Job ID▲	Status	Туре	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
SRA Accounting Coordinator I	43667	Open	Standard Requisition	Tallahassee, FL	1	1	5		06/05/2018
✓ Group /	Actions								

S	Step	Action
	5.	Click the Other Actions dropdown list across from the top candidate's name.
		✓ Other Actions

	Job Opening ID Job Posting Title	43667 SRA Accountin 9500 (Grants A	ig Coordinator I Accounting Coord	inator)		Add Note Print Job Opening Perso Status 010 Open Business Unit FSU01 (FSU Business Unit) Department 220000 (Sponsored Rsch Administration) Job Family BUDGET (Budget & Financial Services)						
Applicants	Activity & Attachr	nents Detail	Is									
All (6)		pplied (6)	Screen (0)		ute D)	Interview (0)	Offer (0)	Hire (0)		Hold (0)	Reject (0)	
pplicants	?						Pe	rsonalize Find	View All 🔄	🔣 Fi	irst 🕚 1-6 of 6 🕑 Las	
Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Туре	Disposition	Application	Resume	Route	Print		
	Testing Testing	632498	N	07/05/2018 11:51AM	External	010-Appl			6 <mark>6</mark>	a		
			Ν	06/07/2018 4:45PM	External	010-Appl			0 <mark>0</mark>	a	→ Other Actions	
			Ν	06/07/2018 3:12PM	Employee	010-Appl			6 <mark>6</mark>	5	- Other Actions	
			Ν	06/08/2018 9:46AM	External	010-Appl			6 <mark>6</mark>	6	- Other Actions	
			Ν	06/08/2018 8:46AM	External	010-Appl			6 <mark>6</mark>	3	- Other Actions	
			Ν	06/07/2018 9:12PM	External	010-Appl			6 - 6	8	- Other Actions	
Select All	Deselect All	✓ Grou	p Actions									

Step	Action
6.	Click the Recruiting Actions dropdown list > Prepare/View Job Offer item.

Return	Recruiting Hor	ne 🤹 Search	Job Openings	s 🗟 Create New 🥠	Refresh 📮	Add Note Add Note	Opening				Personalize	
	Job Opening II Job Posting Title Job Code Position Numbe	SRA Accountin 9500 (Grants /	Accounting Co	ordinator)			Status 010 0 Business Unit FSU0 Department 2200 Job Family BUD0) 1 (FSU Business I	ch Administra			
Applicants	Activity & Attacht	ments Detai	Is									
All (6)	A	pplied (6)	Scre (0		oute (0)	Interview (0)	Offer (0)	Hire (0)		Hold (0)	Reject (0)	
Applicants	?						P	ersonalize Find	View All 🔄	🔣 Firs	st 🕚 1-6 of 6 🛞 Last	
Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Туре	Disposition	Application	Resume	Route	Print		
	Testing Testing	632498	N	07/05/2018 11:51AM	External	010-Appl			6 6	8		
			N	06/07/2018 4:45PM	External	010-Appl			6 <mark>6</mark>	6	Applicant Actions	Create Interview Evaluation
			N	06/07/2018 3:12PM	Employee	010-Appl			6 <mark>-6</mark>	<i>_</i>	 ✓ Other Actions 	Prepare / View Job Offer View / Edit Application Details
			N	06/08/2018 9:46AM	External	010-Appl			С <mark>ю</mark>	3	← Other Actions	RECRUITER ONLY - Edit Dispositi
			N	06/08/2018 8:46AM	External	010-Appl			с <mark>ю</mark>	5	→ Other Actions	
			N	06/07/2018 9:12PM	External	010-Appl			6 <mark>-6</mark>	6		
Select Al	Deselect All	→ Grou	p Actions									

Step	Action
7.	Begin on the Offer Details tab.

< Manage Job Opening					
Prepare Job Offer					
Return 🕋 Recruiting Ho	ome				
Job Opening State Job Tit	Posting Title SRA Accounting Coordinator I Job Opening Status 010 Open Job Title Grants Accounting Coordinator Applicant Name Testing Testing				
Offer Details (?)					
Offer Details Background	Check	Outside Recruiting			
Job Opening	43667	SRA Accounting Coordinator I			
Position Number	00062308	SRA Accounting Coordinator I			
Job Code	9500	Grants Accounting Coordinator			
Recruiter					
Status	006 Pendi	ng Approval			
Reason		~			
Created By					

Step	Action
8.	Navigate to the Job Offer Components section. Click the Component dropdown list.
	Click the Base Salary Offer Component item.

Job Offer Components ②						
*Component	*Offer Amount	Currency	Frequency			
▼	, in the second	¥	~	Î		
Base Salary Offer Component						
Salary Market Analysis						

Enter the appropriate approved Offer Amount .
For Salaried positions, the Offer Amount must be entered at an annual rate.
Note: Even if the position is part-time, you must enter the annual salary at the full- time rate. The system will calculate the salary based on the weekly hours entered and display accordingly for the candidate in Onboarding and upon processing.

Job Offer Components ②						
*Component	*Offer Amount	Currency	Frequency			
Base Salary Offer Comp 🗸	46,000.00	USD 🗸	✓ Î			
Add Offer Component						

Step	Action
10.	Click the Frequency dropdown list.
	For USPS/A&P positions, select 26.1 .
	For Faculty positions, select the appropriate frequency based on if the position is
	9 month (19.5) or 12 month (26.1) faculty.

Job Offer Components ②							
*Component	*Offer Amount	Currency	Frequency				
Base Salary Offer Comp 🗸	Base Salary Offer Comp 🗸 46,000.00 🛒 USD 🗸						
Add Offer Compo	nent		19.5				
Salary Market Analys	Salary Market Analysis						
Minimum Qua	26.1	n					
\$45,000.00 \$45,	Hourly						
Employee Ranking by Job Code							

Step	Action
11.	Navigate to the Comments section. Enter relevant information pertaining to the applicant and/or job offer, such as employee ID (if a current employee), if moving from Visiting to Regular, type of appointment, etc.

Comments ?	Find View All	First 🕚 1 of 1 🕑 Last
✓		<u>م</u> :
Added By		
Last Updated By		
Add Another Comment		

Step	Action
12.	Navigate to the FSU Offer – Additional Info section.
	If the selected candidate applied as an existing or former employee, the Employee Id field and number will display at the top of this section.
	The job code, location code and department will automatically populate from the job opening.
	Enter the appropriate Mail Code, or use the lookup icon to search for the desired Mail Code.

FSU Offer - Additional Info						
Job Code 9500	Grants Accounting Co	oordinator	Location Code	03790300	STUDENT SERVICES B	UILDIN0300
Department 220000	Sponsored Rsch Adn	ninistration				
*Mail Code 1490 Q	*Weekly Std Hours	;	*U.S. Citizen?	~	*Empl Class	¥
Pre-Mgr Approver (Option	Pre-Mgr Approver (Optional)					
*Originator Telephone	850					
FSU Funding			Pers	sonalize Find 🔄	🔣 🛛 First 🕚 1 of	1 🕑 Last
Begin Dat	e *Percent of Distribution	*Co	mbination Code	Funding End Date	Total Budget Amount	
1			Q	31		+ -
					Calc Period Amt	

Step	Action
13.	Enter the appropriate Weekly Std Hours.

FSU Offer - Additional Inf	fo				
Job Code 9500	Grants Accounting Coordinator	Location Code	03790300	STUDENT SERVICES BUILDIN	0300
Department 220000 Sponsored Rsch Administration					
*Mail Code 1490 Q *Weekly Std Hours 40 *U.S. Citizen? V *Empl Class V					
Pre-Mgr Approver (Optional)	Q	*VP Approver		Q	
*Originator Telephone	850				
FSU Funding		Pers	onalize Find 🗇	🔜 🛛 First 🕚 1 of 1 🕑 L	ast
Begin Date	*Percent of Distribution *Com	bination Code	Funding End Date	Total Budget Amount	
1		Q	3	+	-
				Calc Period Amt	

Step	Action
14.	Click the U.S. Citizen? dropdown list and make a selection.

FSU Offer - Additional Inf	fo				
	Grants Accounting Coordinator Sponsored Rsch Administration	Location Code	03790300	STUDENT SERVICES BU	ILDIN0300
*Mail Code 1490 Q Pre-Mgr Approver (Optional) *Originator	*Weekly Std Hours 40	*U.S. Citizen? *VP Approver	No Yes	*Empl Class	¥
Telephone FSU Funding		Perso	onalize Find 🔄	🔜 First 🕚 1 of 1	🕑 Last
Begin Date	*Percent of Distribution *Con	mbination Code	Funding End Date	Total Budget Amount	
1		Q			+ -
				Calc Period Amt	

Step	Action
15.	Select the appropriate Empl Class dropdown list item.
	Note: Unless appointing in Temporary or Emergency status, select "Probation" as the Empl Class for USPS new hires <i>and</i> USPS internal hires who have not previously served a probationary period in the job code.

	Find View All	Emergency 11 🕑
		Emeritus
Business Unit FSU01	Save as Draft	Honorary
Offer Date 07/05/2018		ICA
	쑲 Submit for Approva	Joint Coll
		MCF
	_	OPS
Applicant Type External Applicant	Add Revised Offer	PCF
	Delete Offer	Phone
Preferred Contact Not Specified	🧷 Edit Offer	Post Doc
		Probation
Offer Attachments (?)		Provision
No attachments have been added to this offer.		RCF
Approval Attachments		Regular
Approval Autochnems		Research
		Temporary
FSU Offer - Additional Info		Trainee
Job Code 9500 Grants Accounting Coordinator Location Code 03790	300 STUDENT SE	V Lieu Adj 10300
Department 220000 Sponsored Rsch Administration		Visiting
		Vstg Schlr 🗸
*Mail Code 1490 Q *Weekly Std Hours 40 *U.S. Citizen? Yes	✓ *Empl Class	v
Pre-Mar Approver (Optional)	Q	
Pre-Mgr Approver (Optional)	~	
*Originator 850 Telephone		
FSU Funding Personalize	Find 💷 🔢 🛛 First	t 🕚 1 of 1 🕑 Last
Begin Date *Percent of *Combination Code Funding	g End Date Total Budget	Amount
	H	+ -
	Calc Per	riod Amt

Step	Action
16.	The Pre-Mgr Approver field is optional. Use the lookup button to search and select for a Pre-Mgr Approver , if desired.

FSU Offer - Ad	ditional Inf	fo					
Job Code 9	500	Grants Accounting Co	ordinator	Location Code	03790300	STUDENT SERVICES BU	JILDIN0300
Department 220000 Sponsored Rsch Administration							
*Mail Code 14	90 🔍	*Weekly Std Hours	40	*U.S. Citizen?	Yes 🗸	*Empl Class Regular	¥
Pre-Mgr Approv	er (Optional)		Q	*VP Approver		Q	
*Origin Telepl		850					
FSU Funding				Pers	onalize Find 🗇	🔢 💿 First 🕙 1 of 1	1 🕑 Last
	Begin Date	*Percent of Distribution	*Cor	nbination Code	Funding End Date	Total Budget Amount	
1	31			Q	31		+ -
						Calc Period Amt	

Step	Action
17.	Use the lookup button to search and select the appropriate VP Approver for your Division.

FSU Offer - Additional In	fo					
Job Code 9500	Grants Accounting Coordinator	Location Code	03790300	STUDENT SERVICES BUILDIN0300		
Department 220000	epartment 220000 Sponsored Rsch Administration					
*Mail Code 1490 🔍	*Weekly Std Hours 40.00	*U.S. Citizen?	Yes 🗸	*Empl Class Regular v		
Pre-Mgr Approver (Optional)	*VP Approver		Q		
*Originator Telephone	850					
FSU Funding		Pers	onalize Find 🗖	🔣 🔹 First 🕚 1 of 1 🕑 Last		
Begin Date	*Percent of Distribution *Com	bination Code	Funding End Date	Total Budget Amount		
1		Q	31	÷ -		
				Calc Period Amt		

Step	Action
18.	Enter the Begin Date . Start dates should be 2 - 3 weeks out to allow time for approvals, Smart Onboarding completion, and background check completion. Reference Payroll Deadlines for Smart Onboarding Actions.

FSU Offer -	Additional In	fo					
Job Code	9500	Grants Accounting Coo	rdinator	Location Code	03790300	STUDENT SERVICES BU	JILDIN0300
Department 220000 Sponsored Rsch Administration							
*Mail Code	1490 🔍	*Weekly Std Hours	40.00	*U.S. Citizen?	Yes 🗸	*Empl Class Regular	¥
Pre-Mgr Approver (Optional))	Q	*VP Approver		Q	
	iginator ephone	850					
FSU Fundi	ing			Pers	onalize Find 🗖	🔣 🛛 First 🕙 1 of	1 🕑 Last
	Begin Date	*Percent of Distribution	*Con	nbination Code	Funding End Date	Total Budget Amount	
1 07	7/13/2018			Q	31		+ -
	Calc Period Amt						

Step	Action
19.	Enter the appropriate information into the Percent of Distribution field. If the position is funded by multiple funding sources, click the plus sign to add additional funding information. Note: The total Percent of Distribution must equal 100%.

FSU Offer - Additional Inf	FSU Offer - Additional Info						
Job Code 9500	Grants Accounting Coordinator	Location Code	03790300	STUDENT SERVICES BUILD	IN0300		
Department 220000 Sponsored Rsch Administration							
*Mail Code 1490 Q	*Weekly Std Hours 40.00	*U.S. Citizen?	Yes 🗸	*Empl Class Regular 🗸]		
Pre-Mgr Approver (Optional)	Q	*VP Approver		Q			
*Originator Telephone	850						
FSU Funding		Pers	onalize Find 🗇	🔜 🛛 First 🕙 1 of 1 🖲	Last		
Begin Date	*Percent of Distribution *Con	nbination Code	Funding End Date	Total Budget Amount			
1 07/13/2018	100	Q		+	-		
				Calc Period Amt			

Step	Action
20.	Enter the appropriate funding Combo Code or use the lookup icon to search for the desired funding Combo Code. Salaried job offers must have an "S" in the code.

FSU O	fer - Additional Int	fo					
Job Co	de 🖓 9500	Grants Accounting Coor	dinator	Location Code	03790300	STUDENT SERVICES B	UILDIN0300
Departr	nent 220000	Sponsored Rsch Admin	nistration				
*Mail Co	de 1490 Q	*Weekly Std Hours	40.00	*U.S. Citizen?	Yes 🗸	*Empl Class Regular	v
Pre-Mgi	Approver (Optional)		Q	*VP Approver		Q	
	*Originator Telephone	850					
FSU F	unding			Pers	onalize Find 🗷	🔜 🛛 First 🕚 1 of	1 🕑 Last
	Begin Date	*Percent of Distribution	*Com	bination Code	Funding End Date	Total Budget Amount	
1	07/13/2018	100.000	1	Q	(iii)		+ -
						Calc Period Amt	

Step	Action
21.	Enter the appropriate Funding End Date.
	The funding end date of "01/01/9999" may be used for E&G funded appointments. A
	specific funding end date must be included on job offers that are Time-Limited, soft money
	funded, appointments with temporary statuses, etc.

Job Code 9500	Grants Accounting Coor	dinator	Location Code	03790300	STUDENT SERVICES BU	JILDIN0300
Department 220000	Sponsored Rsch Admin	istration				
Mail Code 1490 Q	*Weekly Std Hours	40.00	*U.S. Citizen?	Yes 🗸	*Empl Class Regular	~
Pre-Mgr Approver (Optional	•	Q	*VP Approver		Q	
Pre-Mgr Approver (Optional *Originator Telephone	850	Q	*VP Approver		Q	
*Originator		Q		onalize Find 폐		I 🕑 Last
*Originator Telephone		۹. *Con		onalize Find 회 Funding End Date		I 🕑 Last

Step	Action
22.	Click the Calc Period Amt button to calculate the Total Budget Amount.
	Calc Period Amt

Job Code	9500	Grants Accounting Co	ordinator	Location Code	03790300	STUDENT SERVICES BUILT	DIN0300
Department		Sponsored Rsch Adm					
Mail Code	1490 Q	*Weekly Std Hours	40.00	*U.S. Citizen?	Yes 🗸	*Empl Class Regular	~
Pre-Mgr Appr	rover (Optional)		Q	*VP Approver		Q	
	iginator ephone	850					
	ephone	850		Pers	onalize Find 🇖	🔣 First 🕚 1 of 1 🤇	Last
Tel	ephone	*Percent of Distribution	*Con	Pers	onalize Find [코 Funding End Date	First 1 of 1	D Last
Tel FSU Fundi	ephone ng	*Percent of	*Con			Total Budget Amount	Last

Step	Action
23.	If a Salary/Appointment Explanation Form is required for the offer, click Save as Draft > Edit Offer > Approval Attachments to locate and attach the endorsed document. Do this before submitting the job offer.

Offer Attachments ?

No attachments have been added to this offer.

Approval Attachments

< Manage	< Manage Job Opening						
	5						
Prepare Job	Prepare Job Offer						
Return ARecruiting Home							
Posting Title SRA Accounting Coordinator I Job Opening Status 010 Open Job Title Grants Accounting Coordinator Applicant Name Testing Testing							
Offer Details 🕐							
Offer Details	Background	I Check	Outside Recruiting				
	Job Opening	43667	SRA Accounting Coordinator I				
Posi	ition Number	0006230	8 SRA Accounting Coordinator I				
	Job Code	9500	Grants Accounting Coordinator				
	Recruiter						
	Status	006 Pend	ding Approval				
	Reason		~				
	Created By						

Step	Action
25.	Enter a Description of Duties for the appointment, or state "Refer to Job Opening.".
	Enter comments as needed.

< Manage Job Opening		
Dranara lab Offar		
Prepare Job Offer		
👍 Return 🕋 Recruiting Home		
Posting Title SRA Accounting Coordinator I Job Opening Status 010 Open Job Title Grants Accounting Coordinator Applicant Name Testing Testing		Job Opening ID 43667 Business Unit FSU Business Unit Position Number SRA Accounting Coordinator I Applicant ID 632498
Offer Details ③		
Offer Details Background Check Outside Recruiting		
Level of Background Check Required: BG01, Standard Criminal His	story Background Check.	
Budget Manager	Purchase Order #	
Budget Manager Email	Line #	
Description of Duties/Comments		

Step	Action
26. Confirm the Budget Manager and Budget Manager Email is displaying correct or look up a valid Purchase Order # or enter a valid Foundation Fund # to pay f background check. The Line # will generate based on purchase order selected.	
	Note: The appropriate Level of Background Check Required will automatically populate from the Job Opening.

er Details ⑦			ß			
Offer Details	Background Check	Outside Recruiting				
Level of Back Required:	kground Check	BG01, Standard Crimina	I History Background Ch			
			Background Check Fu	unding (Required)	
Budget Mana	ager		Purchase Order #	Q	Line #	Q
Budget Mana	ager Email		Foundation Fund #			
Deceription	of Duties/Comments		L			
Description	Duties/Comments					

Step	Action
27.	Navigate to the Outside Recruiting tab.

< Manage Job Opening
Prepare Job Offer
Return 🕋 Recruiting Home
Posting Title SRA Accounting Coordinator I Job Opening Status 010 Open Job Title Grants Accounting Coordinator Applicant Name Testing Testing
Offer Details 👔
Offer Details Background Check Outside Recruiting

Step	Action				
28.	You will be prompted to answer two main questions:				
	 Was the vacancy/position advertised outside of OMNI? 				
	i. If yes, you must list the external advertising sources in the box and				
	keep a copy of those ads in department's recruitment records.				
	2. For salaried positions, were applications, CVs, or resumes received outside				
	of OMNI?				
	i. If yes, EEO solicitation must be completed, and an Applicant Flow				
	Log uploaded to the Activities & Attachments tab of the job				
	opening.				

ffer Details	Background Check	Outside Recruiting			
1. Was th NO	e vacancy/position adv	ertised outside of OMN	13		
lf Yes, w	hat were the external ad	vertisement sources?			
	racters remaining e department must retai	n a copy in their records	S.	_	
2. For sala	aried positions, were a	pplications, CV's, or res	sumes received outside of OMN	?	
	nsure EEO solicitation h ments tab of the job ope		d upload an Applicant Flow Log fo	r all candidates on the Activities	

Step	Action
29.	Click the Save as Draft button to save for later, or the Submit for Approval button to submit the job offer.

< Manage Job Opening			
Prepare Job Offer			
Return A Recruiting Home			Personalize
Posting Title SRA Accounting Coordinator I Job Opening Status 010 Open Job Title Grants Accounting Coordinator Applicant Name Testing Testing	Job Opening ID 43667 Business Unit FSU Business Unit Position Number SRA Accounting Coordinator I Applicant ID 632498		
Offer Details 🛞			Find View All
Offer Details Background Check Outside Recruiting			
Was the vacancy/position advertised outside of OMNI? NO V If Yes, what were the external advertisement sources?		Save as Draft Submit for Approval	
254 characters remaining If Yes, the department must retain a copy in their records.	.i.	Add Revised Offer 👔 Delete Offer 🥢 Edit Offer	
2. For salaried positions, were applications, CV's, or resumes received outside of OMNI?			
NO V			
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.	After you have submitted the job offer, a confirmation message pops up. Click the OK button.

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

Step	Action
31.	Navigate to the Approvals tab to review the status of the job offer in the workflow.
	To insert an additional approver, click the plus sign at the desired point, ensuring that the HR Final Approver is listed last.
	Next Steps: 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</i> FSU Offer – Additional Info section as described above, the candidate will utilize their FSU credentials to log in and complete the required Smart Onboarding steps.)
	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.

@Return MRecruiting Home				Personalize
Posting Title SRA Acc Job Opening Status 010 Op Job Title Grants / Applicant Name Testing	in Accounting Coordinator		Job Opening ID 43667 Business Unit FSU Business Unit Position Humber SRA Accounting Coordinator I Applicant ID 632498	
er Details 👔				Find Vie
Ster Details Background Check	Outside Recruiting App	irovals		
Job Offer:Pending				
FSU Job Offer Workflow				
Pending FSU Job Opening Dept. Mgr.	HR Pre-App		→ → Multiple Approvers HR Final Approver	
Submit				
Comments		2		
BReturn 🚮 Recruiting Home				Top of Page

Helpful Info:	
	To check the status of a job offer, go to Recruiting > Search Job Openings > across from the candidate's name, click Other Actions > Recruiting Actions > Prepare/View Job Offer > Approvals tab.
	Editing an Offer: The edit offer 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 "add revised offer". At the add revised offer step, the data will be retained and editable; however, the VP approver will need to be selected again. Be sure to click Calc Period Amount before clicking Submit for Approval.

Congratulations!

You have completed this topic.

Questions on these procedures? Contact your <u>Assigned Recruiter</u>.