

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 <u>pre-employment checks</u> 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 <u>here</u>.

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

MYFSU HUMAN RESOURCES		▼ Department A	Administration	â	Q	۲	≡	٢
	Attendance & Leave	Employees & Positions	FACET	Faculty Contracts				
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	Faculty Promotion & Tenure	Recruiting	Payroll	Query & Reports				
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Step	Action
2.	Click the Search Job Openings tab.

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Pending Approvals		Search Criteria ②		
📄 Search Job Openings		Job Posting Title]
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		Hot Job	✓	
		My Association	Y	
	<u>"</u>	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

K Manager Self Service	R	ecruiting
Create Job Opening	Search Job Openings	
Interview Calendar	🛣 Recruiting Home 🙈 Create Job Openin	g
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Search Job Openings	Job Posting Title	
View References	Job Opening ID	44724 × Q
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	Job Opening Type	
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	Created By	٩
	Business Unit	۵
	Department	
	Position Number	٩
	Recruitment Contact	
	Search Clear	

Step	Action
4.	Click the desired Job Opening link.

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Create Job Opening	Search Job Openings							
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Pending Approvals	▶ Search Criteria ⑦							
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	Job Opening	Job ID	Status	Туре	Recruiting Location			
	College of Music OPS Pool, 2018-2019	44724	Open	Standard Requisition	Tallahassee, FL			
	Group Activ	ons						

Step	Action
5.	Click the Other Actions dropdown list across from the selected applicant's name.
	- Other Actions

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lanage Job C	pening									
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Select										

Step	Action
6.	Click the Recruiting Actions dropdown list.

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Select All	Deselect All	Group A	ctions							Applicant Actions

Step	Action
7.	Click Prepare / View Job Offer.

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Return 🕿	Recruiting Home 🦻 Se	arch Job Openings	Greate New	© Refresh ⊋Add Note	@Print Job (Opening					Top of	Page

Step	Action
8.	Begin on the Offer Details tab. Offer Details
	Note: Much of the data on the Offer Details page will populate from the job opening.

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←Return ⑦R	ecruiting H	ome		
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Offer Details	Backgr	ound Check	Outside Recruiti	ng
Job Positior	Opening Number	44724	College of	Music OPS Pool, 2018-2019
1	Recruiter	A010	Ans claits	
	Reason	006 Pending /	Approval	

Last updated 5/26/2020

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

Component	*Offer Amount	Currency	Frequency	
Rase Salary Offer Component				Û

Step	Action				
10.	Refer to list of job code, ent If hiring in an rate times st Currency sho	of <u>OPS job codes</u> as well a ter the appropriate Offer Exempt job code, enter a andard weekly hours time ould be USD .	s <u>Class Specs</u> for I Amount at an <u>ho</u> at an annualized r es frequency).	Faculty. If hiring in a Non-Ex <u>urly</u> rate. rate (annualized rate = hourl	empt Y
Job Offer Co	omponents 🕐				
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Base Salary	Offer Comp	10.00 × 🛒	USD		Û
	Add Offer Compo	nent			

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

*Component	*Offer Amount	Currency	Frequency	
Base Salary Offer Comp	10.00	USD	19.5	Û
Add Offer Compo	nent		21.4 26.1 Hourly	

Step	Action
12.	Navigate to the Comments 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 ⑦	Q	I.	3	3	1 of 1 🖂	÷.	×.	1.1	view All
									EC
Added By									
Last Updated By									

Step	Action
13.	Navigate to the FSU Offer – Additional Info 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 Job Code will automatically populate from the job opening.

Job Code	A010 Q	Arts Crafts and Related		*Location Code	۹			
Department	187000	Dean College of Music		*Supervisor ID	Q			
Mail	Q	*Weekly Std Hours		*U.S. Citize	en?	*Emp Class		~
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Step	Action
14.	The Department will automatically populate from the job opening.

Job Code	A010 Q	Arts Crafts and Related		*Location Code	c	L			
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Step	Action
15.	The Location Code populates from the job opening. If needed, use the lookup button
	to search for and select the desired Location Code. 🔍

*Job Code	A010 Q	Arts Crafts and Related		*Location Code	0054N0	000 Q	HOUSEW	RIGHT MUSIC			
Department	187000	Dean College of Music		*Supervisor ID		٩					
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Step	Action
16.	Enter the appropriate Supervisor ID or use the lookup icon to search for the desired
	Supervisor ID. 🛰

Job Code A010 Q Department 187000		Arts Crafts and Related		*Location Code 0054N0000 Q HOUSEWRIGHT MUSIC							
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Step	Action
17.	Enter the appropriate Mail Code or use the lookup icon to search for the desired Mail Code.

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Step	Action
18.	Enter the appropriate Weekly Std Hours.

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

*Job Code		A010	۹	Arts Crafts and Relate	đ	*Loca	ation Code	0054N0	000 Q	HOUSEW	RIGHT MUSIC		
Departn	nent	187000		Dean College of Music		*Sup	*Supervisor ID			1			
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Step	Action
20.	The appropriate Empl Class 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).

*Job Cod	de	A010	Q	Arts Crafts and Related		*Location Code	0054N00	000 Q	HOUSEWRIG	HT MUSIC			
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Step	Action
21.	The Pre-Mgr Approver field is optional. Use the lookup button to search and select a Pre-Mgr Approver , if desired. The Originator Telephone will automatically populate.

Job Code	A010 C	۹. Arts	Crafts and Related	*L0	ocation Code	0054N0	000 Q	HOUSEW	RIGHT MUSIC			
Department	187000	Dean	College of Music	*S	*Supervisor ID		Q	DOILDING				
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Step	Action
22.	Enter the Begin Date . 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.

*Job Cod	ie /	A010 Q	Arts Crafts and Related		*Location Code	0054N00	000 Q	HOUSEW	RIGHT MUSIC			
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Step	Action
23.	Enter the appropriate funding distribution 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%.

Job Cod	de	A010 (2 1	Arts Crafts and Related		*Location Code	0054N0	000 Q	HOUSEWF	RIGHT MUSIC			
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Last updated 5/26/2020

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

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

Job Code	A010 Q	Arts Crafts and Related		*Location Code	0054N00	000 Q	HOUSEW BUILDIN0	RIGHT MUSIC 000		
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Step	Action
26.	Click the Calc Period Amt button to calculate the Total Budget Amount. Calc Period Amt

187000	Dean College of Music		*Supervisor ID		-					
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Step	Action
27.	Click the Background Check tab.
	Background Check

Pudaot Managor				
Rudget Manager	Background Check Funding	g (Required)		- Add Povicod Offo
Budget Manager Email	Purchase Order # Foundation Fund #	Q Line #	Q	Delete Offer
Description of Duties/Comments				

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

fer Details	Background Check	Outside Recruiting				
			Background Check Funding	ı (Required	n	
Budget Mana	ager		Purchase Order #	Q	Line #	Q
Budget Mana	ager Email		Foundation Fund #			
Description	of Duties/Comments		ι			
Stagehand a	nd technician for College of	Music recital halls.				

Step	Action
29.	Click the Outside Recruiting tab.
	Outside Recruiting

< Manage Job Opening	Prepare Job Offer	
Prepare Job Offer		
International International Action A		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		Q I II 11 11 11
Offer Details Background Check Outside Recruiting 1. Was the vacancy/position advertised outside of OMNI? If Yes, what were the external advertisement sources?	 Image: Save as Draft Image: Submit for Approval Image: Add Revised Offer Image: Delete Offer Image: Delete Offer Image: Edit Offer 	
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 Questions 1 and 2 . 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 Question 2 , answer "Not Applicable" for OPS job offers.

1. Was the vacancy	//position advertised outside	e of OMNI?	
NO			
If Yes, what were	the external advertisement sou	urces?	
254 characters rer	naining		
If Yes, the departn	nent must retain a copy in their	ir records.	
2. For salaried pos	itions, were applications, CV	V's, or resumes received outside	e of OMNI?
Not Applicable	\checkmark		
If Yes, ensure EEC Attachments tab o) solicitation has been comple f the job opening in OMNI.	eted and upload an Applicant Flow I	/ Log for all candidates on the Activities &

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

repare Job Offer				
🖛 Return ሸ	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 ⑦				
Offer Details	Background Check	Outside Recruiting	 ☑ Save as Draft ☑ Submit for Approval 	
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NO If Yes, wi	nat were the external advert	⊒ tisement sources?	 Add Revised Offer 	
NO If Yes, wi 254 chara If Yes, th 2. For sala	acters remaining e department must retain a uried positions, were appli	tisement sources? copy in their records. ications, CV's, or resumes received outside of OMNI?	 Add Revised Offer □ Delete Offer ⊘ Edit Offer 	

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



Step	Action
33.	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.
	NOTE: 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.
	To make edits, click Edit Offer and make the changes > Calc Period Amount > Submit for Approval.

< Manage Job Opening	Prepare Job Offer
Prepare Job Offer	
Image: A start of the start	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 ③	Q 4 4 1 of 1
Offer Details Background Check Outside Recruiting Approvals FSU Job Offer Workflow Job Offer:Pending FSU Job Offer Workflow Pending PSU Job Offer Dept. Mgr. Wot Routed Multiple Approvers Submit Comments 	
I Return MRecruiting Home	Top of Page

Congratulations! You have completed the topic.

Questions on this procedure? Contact your Assigned Recruiter.