



## 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 [confirm a top candidate’s qualifications](#), 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 <b>Recruiting</b> tile.



Step	Action
2.	Click the <b>Search Job Openings</b> tab.

Department Administration Recruiting

**Search Job Openings**

Search Job Openings

Recruiting Home | Create Job Opening

Search Criteria

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

Recruitment Contact

Search Clear

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

Search

Department Administration Recruiting

**Search Job Openings**

Search Job Openings

Recruiting Home | Create Job Opening

Search Criteria

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

Recruitment Contact

Search Clear

Step	Action
4.	Select the appropriate <b>Job Opening</b> link.

**Search Job Openings**

[Recruiting Home](#) | [Create Job Opening](#)

[Search Criteria](#) ?

1 Results Found

[Search Results](#) ?
 
[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | 1 of 1 | [Last](#)

Job Opening	Job ID	Status	Type	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
<b>SRA Accounting Coordinator I</b>	43667	Open	Standard Requisition	Tallahassee, FL	1	1	5		06/05/2018

[Group Actions](#)

Step	Action
5.	Click the <b>Other Actions</b> dropdown list across from the top candidate's name.

[Other Actions](#)

**Manage Job Opening**

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Create New](#) | [Refresh](#) | [Add Note](#) | [Print Job Opening](#)
[Personalize](#)

Job Opening ID 43667 Status 010 Open  
 Job Posting Title SRA Accounting Coordinator I Business Unit FSU01 (FSU Business Unit)  
 Job Code 9500 (Grants Accounting Coordinator) Department 220000 (Sponsored Rsch Administration)  
 Position Number 00062308 (SRA Accounting Coordinator I) Job Family BUDGET (Budget & Financial Services)

[Applicants](#) | [Activity & Attachments](#) | [Details](#)

All (6)	Applied (6)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
---------	-------------	------------	-----------	---------------	-----------	----------	----------	------------

[Applicants](#) ?
 
[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | 1-6 of 6 | [Last](#)

Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Type	Disposition	Application	Resume	Route	Print	Other Actions
<input type="checkbox"/>	Testing Testing	632498	N	07/05/2018 11:51AM	External	010-Appl					<a href="#">Other Actions</a>
<input type="checkbox"/>			N	06/07/2018 4:45PM	External	010-Appl					<a href="#">Other Actions</a>
<input type="checkbox"/>			N	06/07/2018 3:12PM	Employee	010-Appl					<a href="#">Other Actions</a>
<input type="checkbox"/>			N	06/08/2018 9:46AM	External	010-Appl					<a href="#">Other Actions</a>
<input type="checkbox"/>			N	06/08/2018 8:46AM	External	010-Appl					<a href="#">Other Actions</a>
<input type="checkbox"/>			N	06/07/2018 9:12PM	External	010-Appl					<a href="#">Other Actions</a>

[Select All](#) | [Deselect All](#) | [Group Actions](#)

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Create New](#) | [Refresh](#) | [Add Note](#) | [Print Job Opening](#)
[Top of Page](#)

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

**Manage Job Opening**

Return | Recruiting Home | Search Job Openings | Create New | Refresh | Add Note | Print Job Opening Personalize

Job Opening ID 43667      Status 010 Open  
 Job Posting Title SRA Accounting Coordinator I      Business Unit FSU01 (FSU Business Unit)  
 Job Code 9500 (Grants Accounting Coordinator)      Department 220000 (Sponsored Rsch Administration)  
 Position Number 00062308 (SRA Accounting Coordinator I)      Job Family BUDGET (Budget & Financial Services)

Applicants | Activity & Attachments | Details

All (6)	Applied (6)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
---------	-------------	------------	-----------	---------------	-----------	----------	----------	------------

Applicants ? Personalize | Find | View All | First | 1-6 of 6 | Last

Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Type	Disposition	Application	Resume	Route	Print	Other Actions
<input type="checkbox"/>	Testing Testing	632498	N	07/05/2018 11:51AM	External	010-AppI					<ul style="list-style-type: none"> <li>Other Actions</li> <li><b>Recruiting Actions</b></li> <li>Applicant Actions</li> <li>Other Actions</li> </ul>
<input type="checkbox"/>			N	06/07/2018 4:45PM	External	010-AppI					<ul style="list-style-type: none"> <li>Other Actions</li> <li>Other Actions</li> </ul>
<input type="checkbox"/>			N	06/07/2018 3:12PM	Employee	010-AppI					<ul style="list-style-type: none"> <li>Other Actions</li> </ul>
<input type="checkbox"/>			N	06/08/2018 9:46AM	External	010-AppI					<ul style="list-style-type: none"> <li>Other Actions</li> </ul>
<input type="checkbox"/>			N	06/08/2018 8:46AM	External	010-AppI					<ul style="list-style-type: none"> <li>Other Actions</li> </ul>
<input type="checkbox"/>			N	06/07/2018 9:12PM	External	010-AppI					<ul style="list-style-type: none"> <li>Other Actions</li> </ul>

Select All   Deselect All   Group Actions

Return | Recruiting Home | Search Job Openings | Create New | Refresh | Add Note | Print Job Opening Top of Page

Recruiting Actions >  
Applicant Actions >  
Other Actions >

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

Step	Action
7.	Begin on the <b>Offer Details</b> 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

Job Opening 43667      SRA Accounting Coordinator I  
 Position Number 00062308      SRA Accounting Coordinator I  
 Job Code 9500      Grants Accounting Coordinator

Recruiter

Status 006 Pending Approval  
 Reason

Created By

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

The screenshot shows the 'Job Offer Components' form. The '\*Component' dropdown menu is open, and 'Base Salary Offer Component' is highlighted in blue. Other options visible include 'Salary Market Analysis'. The form also has fields for '\*Offer Amount', 'Currency', and 'Frequency'.

Step	Action
9.	Enter the appropriate approved <b>Offer Amount</b> . For Salaried positions, the Offer Amount must be entered at an annual rate.  <b>Note:</b> 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.

The screenshot shows the 'Job Offer Components' form. The '\*Offer Amount' field is highlighted in red and contains the value '46,000.00'. The '\*Component' dropdown is set to 'Base Salary Offer Comp' and the 'Currency' is set to 'USD'. There is an 'Add Offer Component' button below the form.

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

The screenshot shows the 'Job Offer Components' form. The 'Frequency' dropdown menu is open, and '26.1' is highlighted in blue. Other options in the dropdown include '19.5', '21.4', and 'Hourly'. Below the form, there is a 'Salary Market Analysis' section with a table showing salary ranges for different quartiles.

Minimum	Quartile 2	Quartile 3	Quartile 4
\$45,000.00	\$45,000.00	\$47,487.47	\$50,000.00

Employee Ranking by Job Code

Step	Action
11.	Navigate to the <b>Comments</b> 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.

Step	Action
12.	<p>Navigate to the <b>FSU Offer – Additional Info</b> section.</p> <p>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.</p> <p>The job code, location code and department will automatically populate from the job opening.</p> <p>Enter the appropriate <b>Mail Code</b>, or use the lookup icon to search for the desired Mail Code.</p>

Step	Action
13.	Enter the appropriate <b>Weekly Std Hours</b> .

**FSU Offer - Additional Info**

Job Code 9500 Grants Accounting Coordinator Location Code 03790300 STUDENT SERVICES BUILDIN0300  
 Department 220000 Sponsored Rsch Administration

\*Mail Code 1490  \*Weekly Std Hours  \*U.S. Citizen?  \*Empl Class

Pre-Mgr Approver (Optional)  \*VP Approver

\*Originator Telephone 850

**FSU Funding** Personalize | Find |  |  First 1 of 1 Last

	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"/>		<input type="text"/>	<input type="text"/>

Calc Period Amt

Step	Action
14.	Click the <b>U.S. Citizen?</b> dropdown list. <input type="text"/> Select the appropriate U.S. Citizen status. If unsure, select “yes”, as candidate will identify citizenship status later during the Onboarding process.

**FSU Offer - Additional Info**

Job Code 9500 Grants Accounting Coordinator Location Code 03790300 STUDENT SERVICES BUILDIN0300  
 Department 220000 Sponsored Rsch Administration

\*Mail Code 1490  \*Weekly Std Hours  \*U.S. Citizen?  \*Empl Class

Pre-Mgr Approver (Optional)  \*VP Approver

\*Originator Telephone 850

**FSU Funding** Personalize | Find |  |  First 1 of 1 Last

	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"/>		<input type="text"/>	<input type="text"/>

Calc Period Amt

Step	Action
15.	Select the appropriate <b>Empl Class</b> dropdown list item. <b>Note:</b> 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  
 Emeritus  
 Honorary  
 ICA  
 Joint Coll  
 MCF  
 OPS  
 PCF  
 Phone  
 Post Doc  
 Probation  
 Provision  
 RCF  
 Regular  
 Research  
 Temporary  
 Trainee  
 V Lieu Adj  
 Visiting  
 Vstg Schlr

Business Unit FSU01  
Offer Date 07/05/2018

Applicant Type External Applicant  
Preferred Contact Not Specified

[Save as Draft](#)  
[Submit for Approval](#)  
[Add Revised Offer](#)  
[Delete Offer](#)  
[Edit Offer](#)

**Offer Attachments** ?  
No attachments have been added to this offer.

[Approval Attachments](#)

**FSU Offer - Additional Info**

Job Code 9500 Grants Accounting Coordinator Location Code 03790300 STUDENT SE  
Department 220000 Sponsored Rsch Administration

\*Mail Code  \*Weekly Std Hours  \*U.S. Citizen?  **\*Empl Class**

Pre-Mgr Approver (Optional)  \*VP Approver

\*Originator Telephone

**FSU Funding** Personalize | Find |  First 1 of 1 Last

	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"/>	<input type="text"/>

[Calc Period Amt](#)

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

**FSU Offer - Additional Info**

Job Code 9500 Grants Accounting Coordinator Location Code 03790300 STUDENT SERVICES BUILDIN0300  
 Department 220000 Sponsored Rsch Administration

\*Mail Code 1490 \*Weekly Std Hours 40 \*U.S. Citizen? Yes \*Empl Class Regular

Pre-Mgr Approver (Optional)  \*VP Approver

\*Originator Telephone 850

**FSU Funding** Personalize | Find | First 1 of 1 Last

	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"/>	<input type="text"/>

Calc Period Amt

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

**FSU Offer - Additional Info**

Job Code 9500 Grants Accounting Coordinator Location Code 03790300 STUDENT SERVICES BUILDIN0300  
 Department 220000 Sponsored Rsch Administration

\*Mail Code 1490 \*Weekly Std Hours 40.00 \*U.S. Citizen? Yes \*Empl Class Regular

Pre-Mgr Approver (Optional)  \*VP Approver

\*Originator Telephone 850

**FSU Funding** Personalize | Find | First 1 of 1 Last

	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"/>	<input type="text"/>

Calc Period Amt

Step	Action
18.	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. Reference Payroll Deadlines for Smart Onboarding Actions.

**FSU Offer - Additional Info**

Job Code 9500 Grants Accounting Coordinator Location Code 03790300 STUDENT SERVICES BUILDIN0300  
 Department 220000 Sponsored Rsch Administration

\*Mail Code 1490 \*Weekly Std Hours 40.00 \*U.S. Citizen? Yes \*Empl Class Regular  
 Pre-Mgr Approver (Optional) \*VP Approver  
 \*Originator Telephone 850

**FSU Funding** Personalize | Find | First 1 of 1 Last

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount
1	07/13/2018				

Calc Period Amt

Step	Action
19.	Enter the appropriate 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. <b>Note:</b> The total Percent of Distribution must equal 100%.

**FSU Offer - Additional Info**

Job Code 9500 Grants Accounting Coordinator Location Code 03790300 STUDENT SERVICES BUILDIN0300  
 Department 220000 Sponsored Rsch Administration

\*Mail Code 1490 \*Weekly Std Hours 40.00 \*U.S. Citizen? Yes \*Empl Class Regular  
 Pre-Mgr Approver (Optional) \*VP Approver  
 \*Originator Telephone 850

**FSU Funding** Personalize | Find | First 1 of 1 Last

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount
1	07/13/2018	100			

Calc Period Amt

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

**FSU Offer - Additional Info**

Job Code 9500 Grants Accounting Coordinator Location Code 03790300 STUDENT SERVICES BUILDIN0300  
 Department 220000 Sponsored Rsch Administration

\*Mail Code 1490 \*Weekly Std Hours 40.00 \*U.S. Citizen? Yes \*Empl Class Regular  
 Pre-Mgr Approver (Optional) \*VP Approver  
 \*Originator Telephone 850

**FSU Funding** Personalize | Find | First 1 of 1 Last

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount
1	07/13/2018	100.000			

Calc Period Amt

Step	Action
21.	Enter the appropriate <b>Funding End Date</b> . 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.

**FSU Offer - Additional Info**

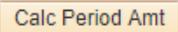
Job Code 9500 Grants Accounting Coordinator Location Code 03790300 STUDENT SERVICES BUILDIN0300  
 Department 220000 Sponsored Rsch Administration

\*Mail Code 1490 \*Weekly Std Hours 40.00 \*U.S. Citizen? Yes \*Empl Class Regular  
 Pre-Mgr Approver (Optional) \*VP Approver  
 \*Originator Telephone 850

**FSU Funding** Personalize | Find | First 1 of 1 Last

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount
1	07/13/2018	100.000		08/06/2018	

Calc Period Amt

Step	Action
22.	Click the <b>Calc Period Amt</b> button to calculate the Total Budget Amount. 

**FSU Offer - Additional Info**

Job Code 9500 Grants Accounting Coordinator Location Code 03790300 STUDENT SERVICES BUILDIN0300  
 Department 220000 Sponsored Rsch Administration

\*Mail Code  \*Weekly Std Hours  \*U.S. Citizen?  \*Empl Class

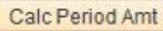
Pre-Mgr Approver (Optional)  \*VP Approver

\*Originator Telephone

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**FSU Funding** Personalize | Find | First 1 of 1 Last

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount
1	<input type="text" value="07/13/2018"/>	<input type="text" value="100.000"/>	<input type="text"/>	<input type="text" value="08/06/2018"/>	\$2,996.168582



Step	Action
23.	If a Salary/Appointment Explanation Form is required for the offer, click <b>Save as Draft</b> > <b>Edit Offer</b> > <b>Approval Attachments</b> 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

Step	Action
24.	Navigate to the <b>Background Check</b> 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

**Job Opening** 43667      SRA Accounting Coordinator I  
**Position Number** 00062308      SRA Accounting Coordinator I  
**Job Code** 9500      Grants Accounting Coordinator  
**Recruiter**  
**Status** 006 Pending Approval  
**Reason**  v  
**Created By**

Step	Action
25.	Enter a <b>Description of Duties</b> for the appointment, or state “Refer to Job Opening.”. Enter comments as needed.

[< Manage Job Opening](#)

### Prepare Job Offer

[Return](#) | [Recruiting Home](#)

**Posting Title** SRA Accounting Coordinator I      **Job Opening ID** 43667  
**Job Opening Status** 010 Open      **Business Unit** FSU Business Unit  
**Job Title** Grants Accounting Coordinator      **Position Number** SRA Accounting Coordinator I  
**Applicant Name** Testing Testing      **Applicant ID** 632498

**Offer Details** ?

Offer Details

Background Check

Outside Recruiting

**Level of Background Check Required:** BG01, Standard Criminal History Background Check

**Budget Manager**      **Purchase Order #**

**Budget Manager Email**      **Line #**

**Description of Duties/Comments**

Step	Action
26.	<p>Confirm the <b>Budget Manager</b> and <b>Budget Manager Email</b> is displaying correctly. 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> <p><b>Note:</b> The appropriate Level of Background Check Required will automatically populate from the Job Opening.</p>

Offer Details ?

Offer Details Background Check Outside Recruiting

Level of Background Check Required: **BG01, Standard Criminal History Background Check.**

Budget Manager

Budget Manager Email

Description of Duties/Comments

**Background Check Funding (Required)**

Purchase Order #   Line #

Foundation Fund #

Step	Action
27.	Navigate to the <b>Outside Recruiting</b> 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.	<p>You will be prompted to answer two main questions:</p> <ol style="list-style-type: none"> <li>1. Was the vacancy/position advertised outside of OMNI?               <ol style="list-style-type: none"> <li>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.</li> </ol> </li> <li>2. For salaried positions, were applications, CVs, or resumes received outside of OMNI?               <ol style="list-style-type: none"> <li>i. If yes, <a href="#">EEO solicitation</a> must be completed, and an <a href="#">Applicant Flow Log</a> uploaded to the <b>Activities &amp; Attachments</b> tab of the job opening.</li> </ol> </li> </ol>

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?**

NO

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
29.	Click the <b>Save as Draft</b> button to save for later, or the <b>Submit for Approval</b> button to submit the job offer.

< Manage Job Opening

Prepare Job Offer

[Return](#) | [Recruiting Home](#) [Personalize](#)

<p>Posting Title SRA Accounting Coordinator I Job Opening Status 010 Open Job Title Grants Accounting Coordinator Applicant Name Testing Testing</p>	<p>Job Opening ID 43667 Business Unit FSU Business Unit Position Number SRA Accounting Coordinator I Applicant ID 632498</p>
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Offer Details [Find](#) | [View All](#)

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?**

NO

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**

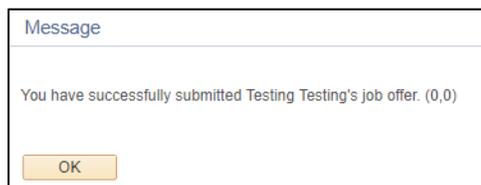
**Submit for Approval**

Add Revised Offer

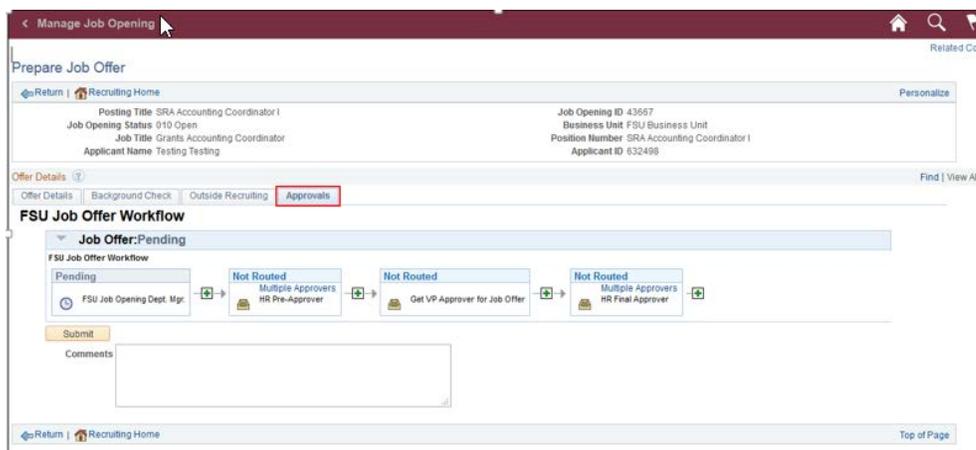
Delete Offer

Edit Offer

Step	Action
30.	After you have submitted the job offer, a confirmation message pops up. Click the <b>OK</b> button.



Step	Action
31.	<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>



Helpful Info:	
	<p>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; however, the VP approver will need to be selected again. Be sure to click <b>Calc Period Amount</b> before clicking <b>Submit for Approval</b>.</p>

**Congratulations!**

You have completed this topic.

*Questions on these procedures? Contact your [Assigned Recruiter](#).*