

## Chapter 5

### Prepare Job Offers

1. To prepare a job offer, on the appropriate applicant's row, in the “**Other Actions**” column, click on “**Recruiting Actions**”, then “**Prepare Job Offer**”.

The screenshot shows the 'Manage Job Opening' interface. At the top, there are navigation links and a 'Personalize' button. Below that, the job opening details are displayed: Job Opening ID 1116, Job Posting Title Dir., Budget Services, Job Code 193X29, Position Number 10006264, Status 010 Open, Business Unit 51000, and Department 1492000. The 'Applicants' tab is selected, showing a table with columns for All (7), Applied (5), Reviewed (0), Screen (0), Route (0), Interview (1), Offer (0), Hire (0), Hold (0), and Reject (1). The table lists one applicant, Agatha Christie, with Applicant ID 1028, Type External, and Disposition Interview. A dropdown menu is open for the 'Interview' column, showing 'Other Actions' with sub-items: 'Recruiting Actions' (which is expanded to show 'Create Interview Evaluation', 'Prepare Job Offer', 'Edit Application Details', and 'Edit Disposition'), 'Applicant Actions', and 'Top of Page'.

2. Fill out the required fields on the “**Prepare Offer**” page.

The screenshot shows the 'Prepare Job Offer' page. At the top, there are navigation links and a 'Personalize' button. Below that, the job opening details are displayed: Job Opening ID 1116, Job Opening Status 010 Open, Job Title Dir., Budget Services, Applicant Name Agatha Christie, Position Number Dir., Budget Services, and Applicant ID 1028. The 'Offer Details' section contains fields for Job Opening (1116), Position Number (10006264), Job Code (193X29), Hiring Manager, Recruiter, Status (009 Pending Approval), Reason (N/A), and Created By (Traycee Martin). The 'Offer Letter' section contains fields for Letter (Offer Letter OF1) and Date Printed (01/03/2018). The 'Job Offer Components' section contains a table with columns for Component, Offer Amount, Payment Mode, Currency, and Frequency. The 'Recommended Salary Range' section contains a table with columns for Minimum, Midpoint, and Maximum. The 'Comments' section contains a text area with the comment: 'Make offer to hire Agatha. She is the best qualified for position and has passed all interviews required.' A red arrow points to the 'Submit for Approval' button.

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Pay	85000.00	Cash	USD	Annual

	Minimum	Midpoint	Maximum
Hourly	38.335100	47.619000	57.502900
Daily	306.680000	383.350000	460.020000
Monthly	6644.750	8305.960	9967.170
Annual	79737.000	99672.000	119608.000

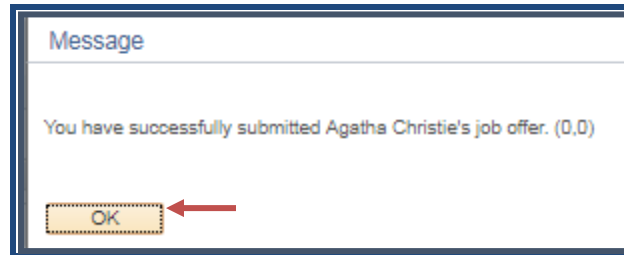
Click “Submit for Approval”.

## Chapter 5

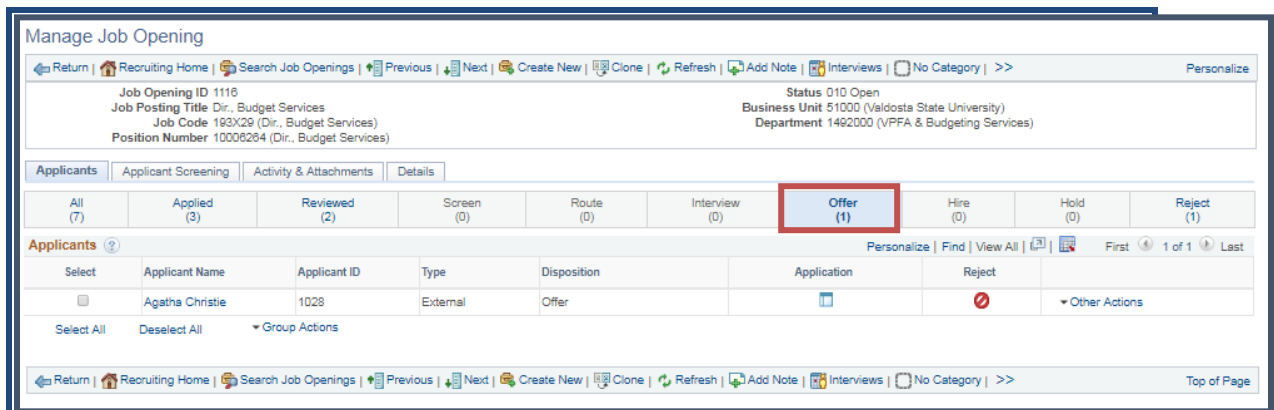
### Prepare Job Offers

- You will receive notification that your offer was accepted for approval.

Click OK.



- Notice that the applicant has been moved to the "Offer" tab:



The screenshot shows the "Manage Job Opening" interface. At the top, there are navigation links: Return, Recruiting Home, Search Job Openings, Previous, Next, Create New, Clone, Refresh, Add Note, Interviews, No Category, and Personalize. Below this, job opening details are displayed: Job Opening ID 1116, Job Posting Title Dir., Budget Services, Job Code 193X29 (Dir., Budget Services), Position Number 10006204 (Dir., Budget Services), Status 010 Open, Business Unit 51000 (Valdosta State University), and Department 1492000 (VPFA & Budgeting Services). A tabbed interface shows "Applicants", "Applicant Screening", "Activity & Attachments", and "Details". Below the tabs is a summary row with columns: All (7), Applied (3), Reviewed (2), Screen (0), Route (0), Interview (0), Offer (1), Hire (0), Hold (0), and Reject (1). The "Offer (1)" column is highlighted with a red box. Below this is an "Applicants" table with columns: Select, Applicant Name, Applicant ID, Type, Disposition, Application, Reject, and Other Actions. The table contains one row for Agatha Christie (Applicant ID 1028, Type External, Disposition Offer). At the bottom, there are more navigation links: Return, Recruiting Home, Search Job Openings, Previous, Next, Create New, Clone, Refresh, Add Note, Interviews, No Category, and Top of Page.

- From the "Prepare Job Offer" page, you can also "Edit Offer" or "Reject Offer".

## Chapter 5

### Prepare Job Offers

**Prepare Job Offer**

Return | Recruiting Home Personalize

Posting Title Dir., Budget Services  
Job Opening Status 010 Open  
Job Title Dir., Budget Services  
Applicant Name Agatha Christie

Job Opening ID 1116  
Business Unit Valdosta State University  
Position Number Dir., Budget Services  
Applicant ID 1028

Offer Details Find | View All First 1 of 1 Last

Offer Details | Approvals

Job Opening 1116	Dir., Budget Services	Business Unit 51000	Save as Draft
Position Number 10008294	Dir., Budget Services	Offer Date 01/03/2018	Submit
Job Code 193X29	Dir., Budget Services	Start Date 02/05/2018	Add Revised Offer
Hiring Manager			Delete Offer
Recruiter			<b>Edit Offer</b>
Status 010 Extend			Reject Offer
Reason N/A			
Created By Traycee Martin			

Job Offer Components Offer Letter Date Printed 01/03/2018

*Component	*Offer Amount	Payment Mode	Currency	Frequency	
Base Pay	85000.00	Cash	USD	Annual	

Letter Offer Letter OF1  
Generate Letter Upload Letter Email Applicant

Recommended Salary Range Find | View All First 1 of 1 Last

Comments Find | View All First 1 of 1 Last

Make offer to hire Agatha. She is the best qualified for position and has passed all interviews required.

Added By Traycee Martin 01/03/2018 12:59PM  
Last Updated By Traycee Martin 01/03/2018 12:59PM

Return | Recruiting Home Top of Page

Click on **“Edit Offer”**.

- This opens up the original offer and you can make any applicable changes, then **“Submit”** again.

## Chapter 5

### Prepare Job Offers

The screenshot shows the 'Prepare Job Offer' page. At the top, there are navigation links for 'Return' and 'Recruiting Home', and a 'Personalize' link. The main header displays job details: Posting Title (Dir., Budget Services), Job Opening ID (1116), Job Opening Status (010 Open), Job Title (Dir., Budget Services), Applicant Name (Agatha Christie), Business Unit (Valdosta State University), Position Number (Dir., Budget Services), and Applicant ID (1028).

The 'Offer Details' section includes fields for Job Opening (1116), Position Number (10006284), Job Code (193X29), Hiring Manager, Recruiter, Status (010 Extend), and Reason (N/A). It also shows Business Unit (51000), Offer Date (01/03/2018), and Start Date (02/12/2018). A 'Created By' field shows Traycee Martin. Action buttons include Save as Draft, Submit (highlighted with a red arrow), Add Revised Offer, Delete Offer, Edit Offer, and Reject Offer.

The 'Job Offer Components' section has a table with columns for Component, Offer Amount, Payment Mode, Currency, and Frequency. A 'Base Pay' component is listed with an amount of 90000. An 'Add Offer Component' button is below the table.

The 'Offer Letter' section shows a dropdown for 'Letter' (Offer Letter OF1) and a 'Date Printed' field (01/03/2018). Buttons for 'Generate Letter', 'Upload Letter', and 'Email Applicant' are present.

The 'Recommended Salary Range' section is currently empty.

The 'Comments' section contains a comment: 'Make offer to hire Agatha. She is the best qualified for position and has passed all interviews required.' It also shows 'Added By' and 'Last Updated By' as Traycee Martin on 01/03/2018 at 12:59PM. An 'Add Another Comment' button is at the bottom.

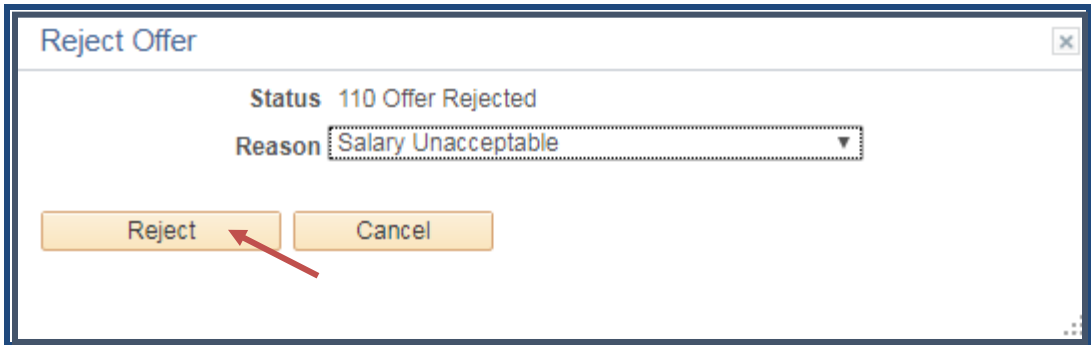
- To reject an offer: on "Prepare Job Offer" page, click on the "Reject Offer" icon.



- Choose the appropriate reason for the offer rejection from the drop down menu:

The screenshot shows the 'Reject Offer' dialog box. The 'Status' is '110 Offer Rejected'. The 'Reason' dropdown menu is open, showing a list of options: Another Job, Benefits, Personal, Salary Unacceptable, Unable to Contact, Unable to Relocate, Unable to Travel, and Work Scheduler/Teaching Load. A 'Reject' button is visible on the left side of the dialog.

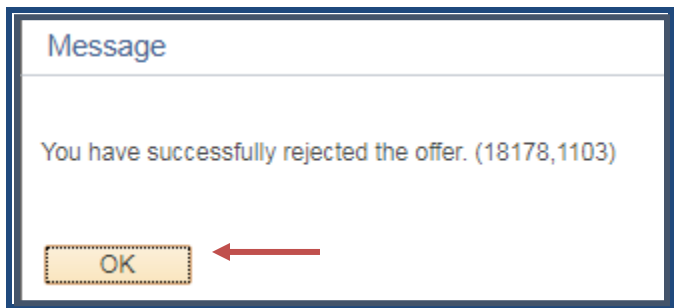
**Prepare Job Offers**



Then click "Reject".

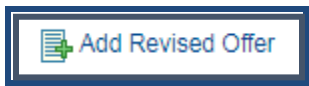
- 9. You will get a pop-up confirming you successfully rejected the offer.

Click OK.



The applicant will now show up on the "Reject" tab.

- 10. After rejecting the offer, you will now have the opportunity to add a revised offer on the "Manage Job Offer" page.



Click "Add Revised Offer", then follow steps 18 - 19 again. This creates an all new job offer.

The applicant will now show up on the "Offer" tab.

# Chapter 5

## Prepare Job Offers

11. After the offer is finalized – You may check the “Notify Applicant” box and post the offer.

< Prepare Job Offer
Prepare Job Offer

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Return | Recruiting Home
Personalize

Posting Title Dir., Budget Services  
 Job Opening Status 010 Open  
 Job Title Dir., Budget Services  
 Applicant Name Joe Test

Job Opening ID 1116  
 Business Unit Valdosta State University  
 Position Number Dir., Budget Services  
 Applicant ID 1111

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Offer Details ?
Find | View All First 1 of 1 Last

**Offer Details**

Approvals

Job Opening 1116 Dir., Budget Services  
 Position Number 10006264 Dir., Budget Services  
 Job Code 193X29 Dir., Budget Services  
 Hiring Manager 0022429 Michael Tracy  
 Recruiter 0261160 Katherine Kyle  
 Status 010 Extend  
 Reason  
 Created By Shelia Sloan

Business Unit 51000  
 Offer Date 01/04/2018  
 Start Date 01/19/2018  
 Offer Expiration Date 01/18/2018  
 Applicant Type External Applicant  
 Registered Online Yes  
 Preferred Contact Not Specified  
 Notify Applicant

Save as Draft

**Post**

Unpost

Add Revised Offer

Delete Offer

Edit Offer

Accept Offer

Reject Offer

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**Job Offer Components** ?

*Component	*Offer Amount	Payment Mode	Currency	Frequency	
Base Pay	50000.00	Cash	USD	Annual	🗑️

**Offer Letter** ?

Letter Offer Letter OF1 Date Printed

Generate Letter
Upload Letter
Email Applicant

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**Recommended Salary Range** ?

**Comments** ?

Find | View All First 1 of 1 Last

Added By

Last Updated By

**Attachments** ?

Type	Description	Details	Action Required	
Attachment	test	FINAL_Careers_C2_L7_Post_In...	✔️	🗑️

Add Applicant Attachment
Add Organizational Attachment

## Chapter 5

### Prepare Job Offers

You will be asked to confirm and submit the offer for the applicant to review online.

#### Prepare Job Offer

##### Post Online Job Offer

Review and Submit posting for this online job offer if the information is correct. To make changes, select Cancel to return to the offer page and edit the offer.

###### Offer Details

Applicant Name Joe Test  
Applicant ID 1111  
Job Opening 1116 Dir., Budget Services  
Position Number 10006264  
Job Code 193X29  
Offer Date 01/04/2018  
Start Date 01/19/2018  
Offer Expiration Date 01/18/2018  
Status 010 Extend  
Reason

###### Job Offer Components

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Pay	50000.00	Cash	USD	Annual


###### Attachments

Type	Description	Details	Action Required
Attachment	test	FINAL_Careers_C2_L7_Post_In...	<input checked="" type="checkbox"/>


## Chapter 5

### Prepare Job Offers

13. The applicant will receive a notification and will log on and check their notification folder

Careers		My Job Notifications			
<b>My Job Offers</b>					
Job Title	Job ID	Status	Location	Offer Date	Expiration Date
Dir., Budget Services	1116	New	Valdosta State University	01/04/2018	01/18/2018
<b>My Notifications</b>					
					
Subject	Status	Date Received			
You have a job offer: Dir., Budget Services (Job ID 1116)	New	01/04/2018 5:22PM			
You are invited to apply for a job: Dir., Budget Services (Job ID 1116)	New	01/04/2018 5:20PM			

14. The applicant will review the offer details and accept or reject the offer. The system also allows for applicants to upload signed documents, etc.

My Job Notifications		Job Offer	
We'd like to hire you for the following position:			
Job Title	<a href="#">Dir., Budget Services</a>	Offer Date	01/04/2018
Job ID	1116	Expiration Date	01/18/2018
Here's what you need to do: 1. Review the job offer. 2. Either accept or reject the offer. 3. Return any documents to your recruiter.			
<b>Step 1: Review Offer</b>			
Action Required	Type	Details	
	Document	<a href="#">test</a>	
<b>Step 2: Accept/Reject Offer</b>			
Comments	<input type="text"/>		
<input type="checkbox"/> I acknowledge that I have reviewed and understand the job offer details for the position listed.			
<input type="button" value="Accept"/>	<input type="button" value="Reject"/>		
<b>Step 3: Return Documents</b>			
You have not returned any documents			
<input type="button" value="Add Document"/>			