

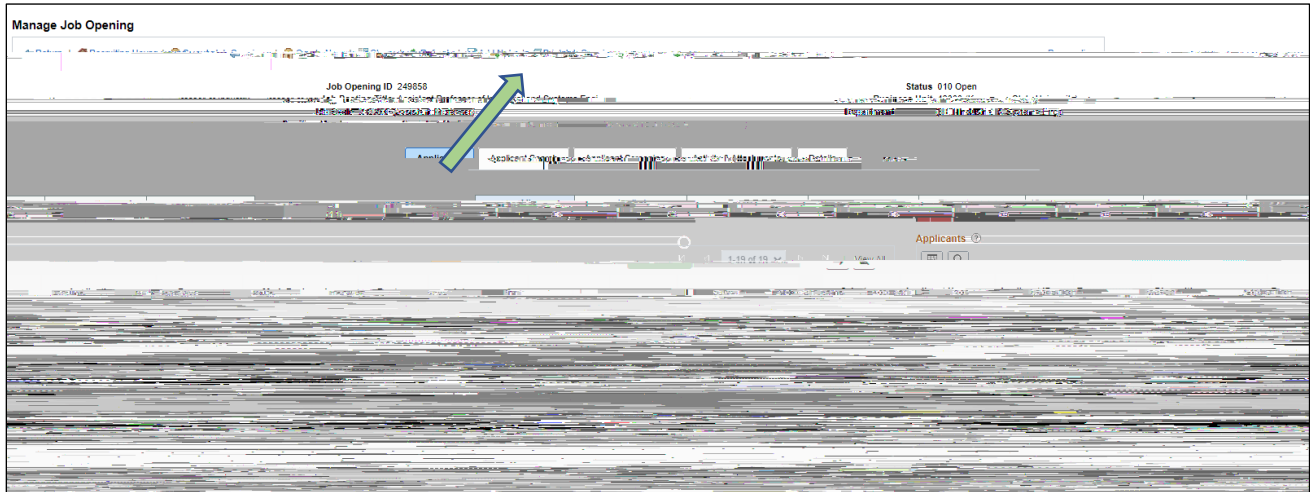
FULL TIME CONTRACT FACULTY HIRING PROCESS

Hiring Manager: Preparing the Job Offer

Job Offers missing information will be denied and you will need to start the job offer over.

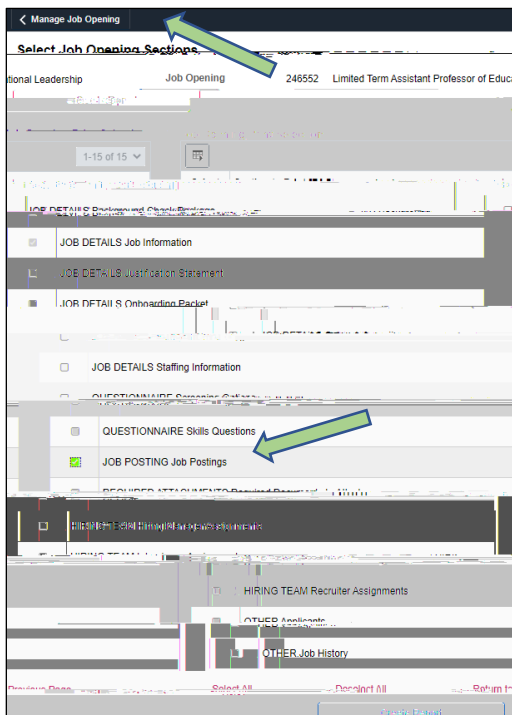
Job Posting
Print Job Opening

Manage Job Offer



Job Posting

Job Posting ID # _____
Manage Job Opening

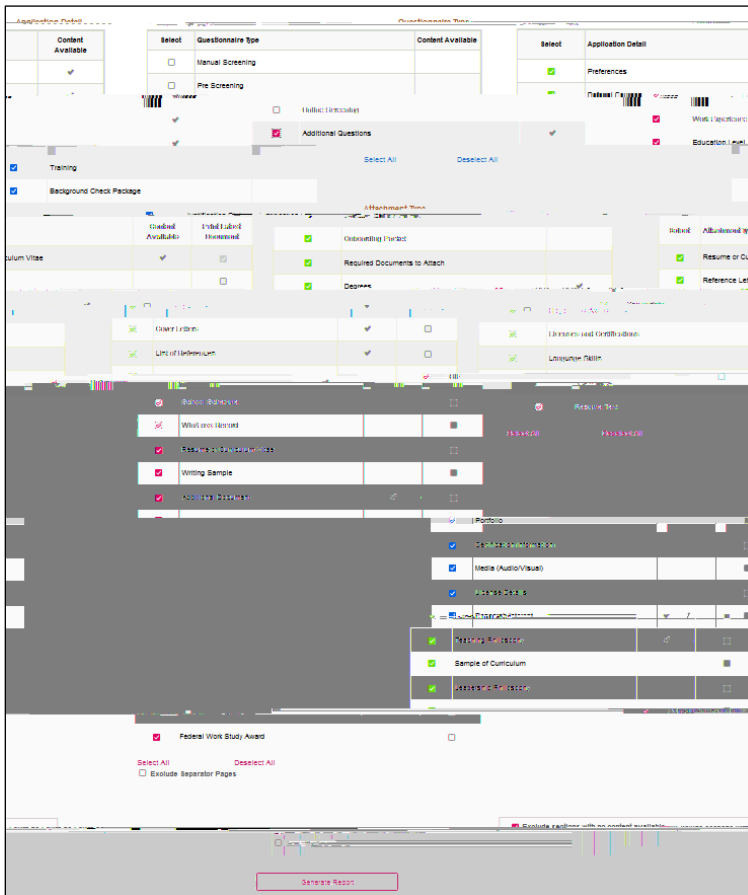


Application Report Print

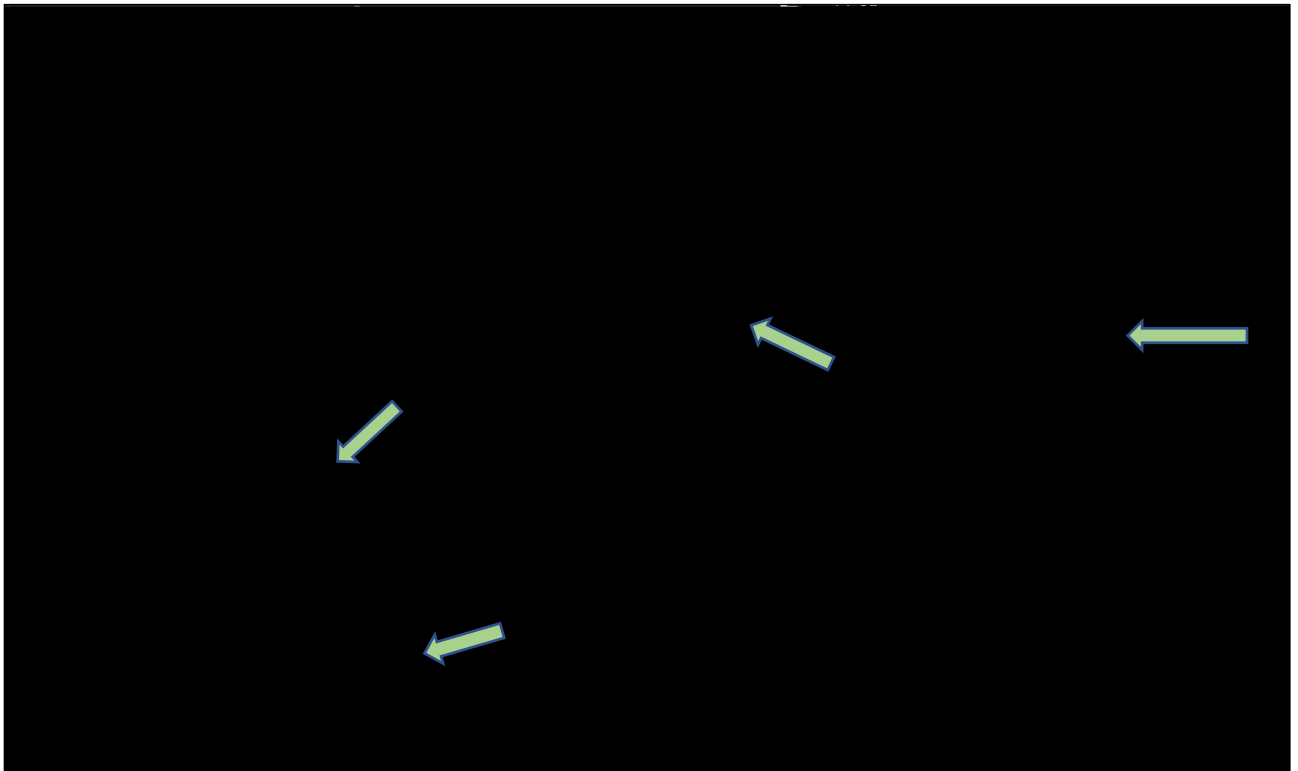


Application Report Options
Application Data Attachment Type
Additional Questions Questionnaire Type
Exclude sections with no content available

Manage Job Opening



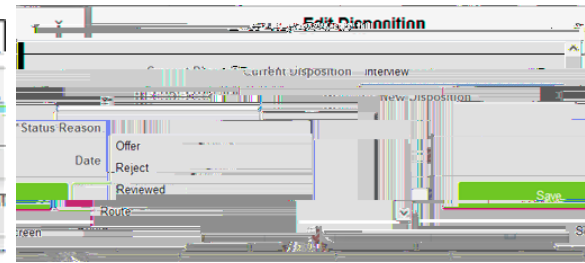
include all 10 and enter N/A if not applicable



Edit Offer *Add Applicant Attachment*

Manage Job Opening Selected but declined offer Offer

Other Actions
 Recruiting Actions
 Edit Disposition



Full-time Job Offer Approval Flow

Comments

Approvals

	Comments	Approvals
Hiring Manager (DO NOT APPROVE UNTIL AFTER OFFER IS EXTENDED AND ACCEPTED)		