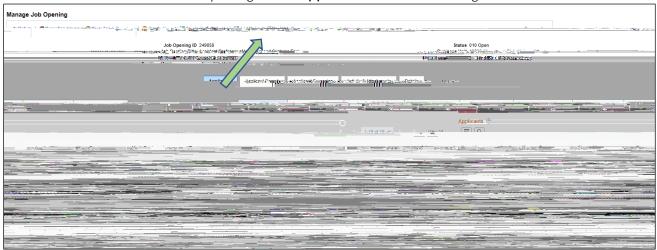
## FULL TIME CONTRACT FACULTY HIRING PROCESS Hiring Manager: Preparing the Job Offer

Once an applicant has been selected for hire, Hiring Managers must navigate to that applicant via the Job Posting.

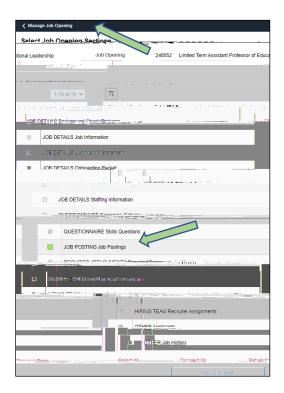
Job Offers missing information will be denied and you will need to start the job offer over.

1. Save a copy of the Job Posting

a. Select Print Job Opening in the upper middle of the Manage Job Offer screen



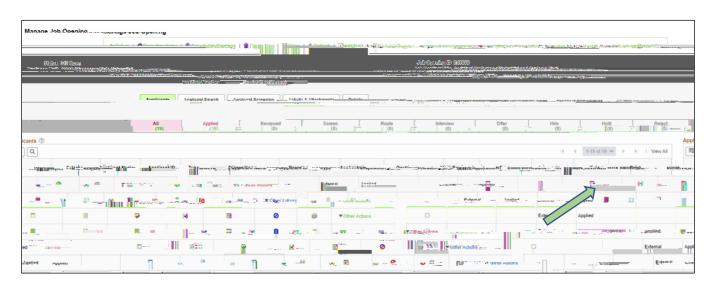
- b. Choose only the Job Posting box (you may need to unselect all)
- c. Select Create Report
- d. Save as a PDF as Job Posting ID #\_\_\_\_\_
- e. Select Manage Job Opening to go back



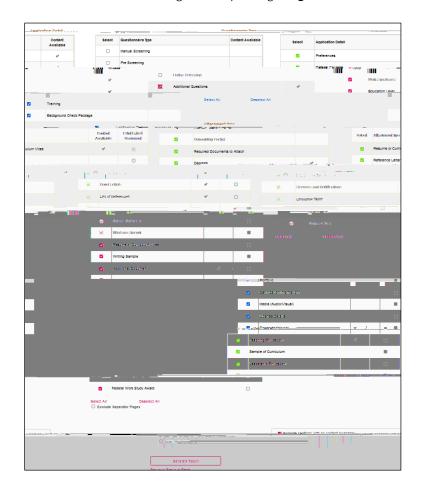
## 2. Save a copy of the Application Report (remember to delete the file after you are finished)

a. Select the Print icon

line to save as a single document

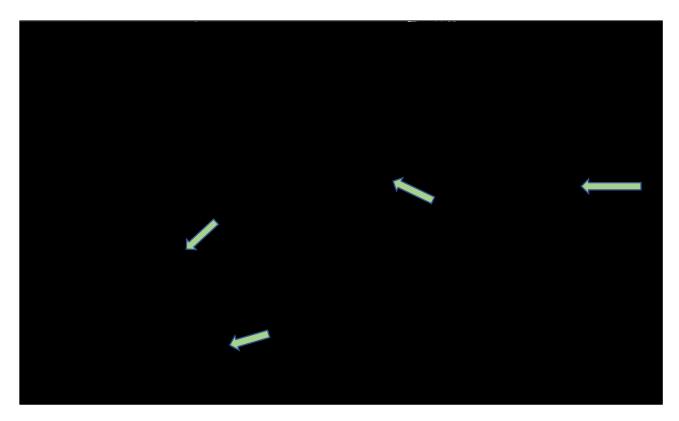


- 3. Create the report on the Application Report Options screen
  - a. Select ALL check boxes in the Application Data and Attachment Type
  - b. Select only the Additional Questions in the Questionnaire Type
  - c. Select Exclude sections with no content available
  - d. Select Generate Report
  - e. Save as the file name it generates
  - f. Select Manage Job Opening to go back



4. Prepare Job Offer (Application must be at the

- 5. Complete the full Job Offer including the following:
  - a. Official start date
  - b. Complete the Job Offer Components information
    - i. Base Pay should be the lowest amount from the Base salary range below
    - ii. Add an additional Job Offer Component line if there is relocation
  - c. Include in the Comments Box (include all 10 and enter N/A if not applicable)
    - 1. Base salary range
    - 2. Stipend
    - 3. Relocation range, including out of state information
    - 4. Correct position number
    - 5. Correct rank and title
    - 6. Correct job code
    - 7. Any Promotion and/or tenure credit
    - 8. Startup funding range
    - 9. Distinguished title
    - 10. If this is a full-time hire from another USG institution note here that the Chief of Staff has been contacted.
  - d. Save the job offer as a draft



- 6. Upload attachments as Add Applicant Attachment
  - a. Select Edit Offer and attach documents
    - i. Job Posting
    - ii. Application Report
    - iii. ABD Justification from Dissertation Committee Chair, if applicable
    - iv. Tenure upon hire and Rank approval from P&T Committee, if applicable
    - v. DO NOT upload the offer letter components form (this is added after offer is verbally accepted)

- e. Mark the application disposition on the *Manage Job Opening* page as *Offer* (if accepted) or Reject applicant and choose *Selected but declined offer* (if the offer was declined)
  - i. Select Other Actions
  - ii. Select Recruiting Actions
  - iii. Select Edit Disposition
  - iv. Choose appropriate disposition





## Full-time Job Offer Approval Flow

NOTE: Any notes must be entered in the Comments box on the Approvals tab

Hiring Manager	Creates offer with ranges, required information and uploads documents		
FA Coordinator	Reviews confirms all documents and details are included		
AVPAAF	Reviews, makes any notes on the Approvals tab if needed and approves		
Dean	Reviews all notes, addresses concerns with the Hiring Manager and approves		
Hiring Manager	Extends verbal offer any negotiations are discussed with the dean and noted in		
(DO NOT APPROVE	the Approvals tab comments, uploads Offer Letter Components form, updates		
UNTIL AFTER OFFER IS	offer comments section on the job offer page, approves or denies job offer and		
EXTENDED AND	marks application dispensation code as appropriate		
ACCEPTED)			
Business Manager	Reviews budget and position number and approves		
FA Coordinator	Reviews final offer and approves		
Budget Office	Confirms budget and approves		
HR/FA Recruiters	Recruiter Team reviews approval flow and approves		
FA Coordinator	Continue with current process (background check, offer letter, coding, etc.)		