

# PART-TIME and LIMITED TERM 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.

1. **Before** extending the verbal offer, hiring managers must seek approval by the Dean. Once verbal offer approval is granted, the verbal offer is extended by the hiring manager outside the electronic system.
2. If verbal offer is accepted, hiring manager will prepare the job offer in the system. (Application must be at the **Interview Disposition**)

Moving applicant to Interview

- a. Select *Other Actions*
- b. Select *Recruiting Actions*
- c. Select Edit Disposition
  - i. Select Reviewed
- d. Start over from “a” above
  - i. Select Interview

Prepare Job Offer

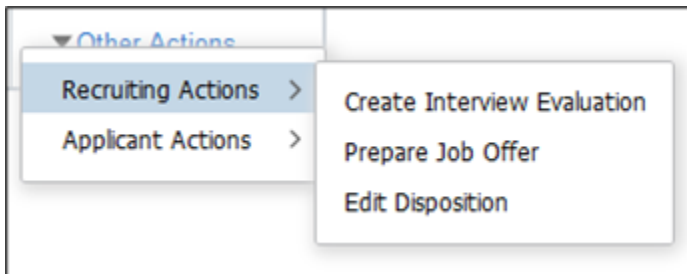
- e. Repeat steps “a and b” above
- f. Select *Prepare Job Offer*

Manage Job Opening

Job Opening ID 249558      Status 010 Open  
Job Posting Title Assistant Professor of Industrial and Systems Eng...      Business Unit 43000 (Kennesaw State University)  
Job Code 202X00 (Assistant Professor)      Department (EET-Industrial & Systems Eng)  
Position Number (Assistant Professor)

Applicants    Applicant Search    Applicant Screening    Activity & Attachments    Details

All (19)	Applied (19)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)				
Applicants (19)													
1-19 of 19													
Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print	Other Actions
<input type="checkbox"/>			External	Applied									Other Actions
<input type="checkbox"/>			External	Applied									Other Actions
<input type="checkbox"/>			External	Applied									Other Actions
<input type="checkbox"/>			External	Applied									Other Actions
<input type="checkbox"/>			External	Applied									Other Actions
<input type="checkbox"/>			External	Applied									Other Actions



3. Complete the full Job Offer including the following:
  - a. Official start date
  - b. Offer expiration date = same as official start date
  - c. Comments Box – For limited term, fill in final rank and correct position number. Also, enter any special information you need to share for either.
  - d. Job Offer Components

Offer Components	Part-Time	Limited Term
Components	Base Pay	Base Pay
Offer Amount	Department's per credit hour rate for highest degree earned	Actual offer dollar amount
Payment Mode	Cash	Cash
Currency	USD	USD
Frequency	Hourly	Annual

**Prepare Job Offer**

Return | Recruiting Home Personalize

Posting Title: Part-Time Faculty Positions in History  
 Job Opening Status: 010 Open  
 Job Title: Part Time Faculty  
 Applicant Name: \_\_\_\_\_

Job Opening ID: 244588  
 Business Unit: Kennesaw State University  
 Position Number: 10057855 (Part Time Faculty)  
 Applicant ID: \_\_\_\_\_

**Offer Details**

Job Opening: 244588 Part-Time Faculty Positions in History  
 Position Number: \_\_\_\_\_ Part Time Faculty  
 Job Code: 200R02 Part Time Faculty  
 Hiring Manager: \_\_\_\_\_  
 Recruiter: \_\_\_\_\_  
 Status: 006 Pending Approval  
 Reason: \_\_\_\_\_  
 Created By: \_\_\_\_\_

Business Unit: 43000  
 Offer Date: 11/14/2022  
 Start Date: \_\_\_\_\_  
 \*Offer Expiration Date: 11/28/2022  
 Applicant Type: External Applicant  
 Preferred Contact: Not Specified  
 Notify Applicant

**Job Offer Components**

Component	Offer Amount	Payment Mode	Currency	Frequency
_____	_____	_____	_____	_____

[Add Offer Component](#)

**Offer Letter**

Letter: \_\_\_\_\_ Date Printed: \_\_\_\_\_

[Generate Letter](#) [Upload Letter](#) [Email Applicant](#)

**Offer Attachments**

No attachments have been added to this offer.

[Add Applicant Attachment](#) [Add Organizational Attachment](#)

**Comments**

\_\_\_\_\_

Added By: \_\_\_\_\_  
 Last Updated By: \_\_\_\_\_

[Add Another Comment](#)

4. Once you have completed your job offer preparation:
  - a. Save as a draft and review the information
  - b. Select Edit Offer
  - c. Select *Submit for Approval*

**Please Do Not edit the job offer after it has been submitted.** Work with your Faculty Coordinator if changes are needed.

## Part-time Job Offer Approval Flow

Hiring Manager	Creates job offer after it has been accepted outside the system
FA Coordinator	Reviews – confirms all details are included
Dean	Reviews, makes any notes if needed and approves
Budget Office	Confirms budget and approves
FA Recruiters	Recruiter Team reviews approval flow and approves
FA Coordinator	Continues with current process (background check, welcome letter, coding, etc.)