Overview/Description

This document provides step-by-step instructions on how to **Prepare Job Offer** for Applicant accepting **Job Offer**.

Prerequisite(s)

N/A

Instructions

Navigate to Manager Self Service (MSS) to access the "Recruiting Alerts" tile or Browse Job Openings (or Search Job Openings) to Manage Job Opening and then Prepare Job Offer.

Navigation

Navigator > Recruiting > Browse Job Openings (or Search Job Openings)

1. The **Manage Job Opening** page can be reached by clicking on the **Open Jobs** tile or using the above navigation.



Job / Loc	ation						Days Op	en	Т	otal Applicants		Ne	w Applicants
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	Applicant Name	Applicant ID	Туре	Disposition	Reason	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print	
Select			External	Reviewed					6 - 6	нö	0	6	- Other Actions



2. Prepare Job Offer

a. To **Prepare Job Offer**, on the appropriate applicant's row, in the "**Other Actions**" column, click on "**Recruiting Actions**", then "**Prepare Job Offer**".



b. Fill out the required fields on the "Prepare Offer" page

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Offer Details 👔		Find View All First (1 of 1) La
Job Opening 1593 Graduate Assistant- Human Resources Position Number	Business Unit 30000 Offer Date 12/04/2019	Save as Draft
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Recruiter Q, Tara Beard	Applicant Type External Applicant	Add Revised Offer
Status 006 Pending Approval	Preferred Contact Not Specified	Delete Offer
Reason	Notify Applicant	P Edit Offer
Created By		
Job Offer Components (2)	Offer Letter (?)	
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Weekly Salary Hourly Salary	Added By		12	/04/2019 5:33P	M							

g. This opens the original Job Offer. You can make any applicable changes, then "Submit" again. Choose the appropriate reason for the Offer Rejection from the drop-down menu, then click "Reject". You will get a pop-up confirming you successfully rejected the offer. Click OK. The Applicant will now show up on the "Reject" tab.

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Reject Offer	- · - · · · · · · · · · · · · · · · · ·	×
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h. The Applicant will now show up on the "Reject" tab.

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 After Rejecting 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 "a-e" again. This creates an all new Job Offer. The Applicant will now show up on the "Offer" tab.

Save as Diak
Submit for Approval
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Unpost
Add Revised Offer
Delete Offer
/ Edit Offer

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Manage	Job Opening	g							Prepare Job Offer
Prepare Job	Offer								
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Job Offer Comp	onents 👔						Offer Letter 👔		
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j. After the **Job Offer** is finalized – You may check the "**Notify Applicant**" box, choose to select an "**Offer Letter**" or Not, and post the **Job Offer**. If you choose to continue without selecting an "**Offer Letter**", the following Message will appear.

Message	
Warning! You are about to po	ost this job offer for which no offer letter has been generated. (18177,2801)
Select OK to continue or Can	rcel to go back to generate an offer letter.
OK Cancel	
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Manage Jo	b Opening						P	Prepare Job Offe	r	
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I. You will be asked to confirm and submit the **Job Offer** for the Applicant to review online.

Prepare Job	Offer				Send Corresponde	nce
Send Corresponde	PICE	hat corresponde	nce creates.			
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Offer Details				
Applicant Name	Candace			
Applicant ID				
Job Opening	1593 G	Braduate Assistant	- Human Resou	rces
Position Number				
Job Code	900X00			
Offer Date	12/04/2019			
Start Date				
Offer Expiration Date	12/18/2019			
Status	010 Extend			
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Job Offer Components				
Component	Offer Amount	Payment Mode	Currency	Frequency
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m. The Applicant will receive a notification and will log on and check their notification folder. The Applicant will review the offer details and accept or reject the **Job Offer**. The system also allows for Applicants to upload signed documents, etc.

Cogratulational We are delighted to extend to you an offer of employment for the position. Position: Graduate Assistant: Human Resources The details of your job offer and be viewed by selecting the link. This job offer will expire on 2015-12-18 DRECTONS: 2. Select the blow link to access our careers sile. 2. Select the blow link to access our careers sile. 3. Select the blow link to access our careers sile. 3. Select the blow link to access our careers sile. 3. Select the blow link to access our careers sile. 3. Select the blow link to access our careers sile. 3. Select the blow link to access our careers sile. 3. Select the blow link to access our careers sile. 3. Select the blow link to access our careers sile. 3. Select the blow link to access our anteres sile. 3. Select the blow link to access our anteres sile. 3. Select the blow link to access our anteres sile sole offer. 3. Select the blow differ details and follow the instructions to accept or reject the job offer. 3. Select the blow differ details and follow the instructions to accept or reject the job offer. 3. Select the blow differ details and follow the instructions to accept our reject the job offer. 3. Select the blow differ details and follow the instructions to accept our application/Information. If you are NOT a current employee of a OneUSG school, this is the Career/Recruiting Site for the University System of Georgia institution where the job is posted, use your Georgia Select ling and a current employee of a Diversity Georgia Career site of access our application/Information. If you are NOT a current employee of a OneUSG school, this is the Career/Recruiting Site for the University System of Georgia institution where the job is posted, use your Georgia Select ling and the sources department. 5. Select the durant access department details and not respond. If you need assistance or have further questions about your job offer, please contact the Human Resources department. 5. Select the durant access department details and	We are delighted to extend to you an offer of employment for the position.	
Position: Graduate Assistant: Human Resources The details of your job offer can be viewed by selecting the link. This job offer will expire on 2019-12-18 DIRECTIONS: 1. Solect the blobw link to access our careers site. 2. Sign In to access your account using your User Name and Password. 3. New your officiations. 3. New your officiations. 3. She with end off etails and follow in instructions to accept or reject the job offer. 3. She with blob offer inter://nam02.salelinks.protection.outlook.com//uri-httpsSIAA/27P/27Fcareers.hprod.onehcm.urg.edu/82Fpic/SyIFcareers/21CAREERS/21HBM/S/27C4/27FAIFS_HBAM_FLHRS_CG_SIAACH_FLGBL/SIFFOCU/Si2DApplica 3D & model acted be/shoops, edu/67C2A60162641245651605086/7790147/x9/27T11877h3a4f11aaab1c496800c23dv/C0%7C0%7C0%7C0%7C0%7C0%7C0%7C0%7C0%7C0%7	e Asistant - Human Resources ir job offer an be viewed by selecting the link. This job offer will expire on 2019-12-18 wink to access our careers site. syour account sing your User Name and Password. Satistand. De asistant - Bud Set the 'Job Offer' link. restard and follow the mistuccions to accept or reject the job offer. restard and follow the mistuccions to accept or reject the job offer. restard and follow the mistuccions accept or reject the job offer. restard and follow the mistuccions accept or reject the job offer. restard and follow the mistuccions accept or reject the job offer. restard and follow the mistuccions accept or reject the job offer. restard and follow the mistuccions accept or reject the job offer. restard and follow the mistuccions accept or reject the job offer. restard and follow the subtecide access your application/information. If you are NOT a current employee of a OneUSG school, this is the Careerr/Recruiting Site for the University System of Georgia institution where the job is posted, use your OneUSG Employee Self Service login. restard employee of the institution where the job is posted, use your OneUSG Employee Self Service login. restard and follow the respond. If you need assistance or have further questions about your job offer, please contact the Human Resources department restard and follow the respond. If you need assistance or have further questions about your job offer, please contact the Human Resources department restard and follow the respond. If you need assistance or have further questions about your job offer, please contact the Human Resources department restard and respond. If you need assistance or have further questions about your job offer, please contact the Human Resources department restard and respond. If you need assistance or have further questions about your job offer, please contact the Human Resources department restard and respond. If you need assistance or have further questions about your job offer, please contact the Human Resources department res	
The details of your job offer can be viewed by selecting the link. This job offer will expire on 2019-12-18 DIRECTIONS: 1. Select the blow link to access our careers site. 2. Sign In to access your account using your User Name and Password. 3. Wey your onlicit details and follow the instructions to accept or reject the job offer. 3. Forker with offer details and follow the instructions to accept or reject the job offer. 3. Sign In to access your account using your User Name and Password. 3. Direction on the obstruction on the obstruction to accept or reject the job offer. 3. Sign In the instructions to accept or reject the job offer. 3. Sign In the sele details and follow the instructions to accept or reject the job offer. 3. Sign In the sele details and follow the instructions to accept or reject the job offer. 3. Sign In the University System of Georgia Careers site to access your application/information. If you are NOT a current employee of a OneUSG school, this is the Careers/Recruiting Site for the University System of Georgia institution v ported. If you ARE a current employee of the institution where the job is posted, use your OneUSG Employee Self Service login. 3. Thank you. 3. The anall was automatically generated. Please do not respond. If you need assistance or have further questions about your job offer, please contact the Human Resources department 3. Service login Careers Service Institution where the job is posted, use your oneUSG Employee Self Service login. 3. Thank you. 3. Service login Careers Service login Careers Service login. 3. Service login Careers Service Institution where the job is posted, use your OneUSG Employee Self Service login. 3. Service login Careers Service Institution where the job is posted, use your oneUSG Employee Self Service login. 3. The service login Careers Service Institution where the job is posted in the post place Service login. 3. Service login Careers Service Institution where the job is posted in the post place Service login. 3. Service login Careers Service	r job offer can be viewed by selecting the link. This job offer will expire on 2019-12-18 wink to access our career site. syour account using your User Name and Password. Linkon. une list select the 'Job Offer' link retainstand follow to accept or reject the job offer. <u>uttps://am02.selelinks.protection.outlook.com/?url=https\$3A52P327.eareers.bprod.onebcm.usg.edu/92Fpsc\$2Fcareers%2FCAREER5%2FH8M5%2Fc49FH8S_HBAM_FLHRS_CG_SEARCH_FLGBU\$3FF0CU95%1DApplicant\$2651eth 225/C015/CUmesiba.actepl@4500g.edu/57C2e50162d4c1b45e6160508d7290ff47e%7C4711B37fb3a4f11aab3c496800c23d%2C00%7C0%7C637110981750905758&_sdata=1Px49F380m5fCHx0+pp3m%2F201095 225/C0157CUmesiba.actepl@4500g.edu/57C2e50162d4c1b45e6160508d7290ff47e%7C4711B37fb3a4f11aab3c496800c23d%2C00%7C0%7C637110981750905758&_sdata=1Px49F380m5fCHx0+pp3m%2F201095 mi33D8.mppreserved.0 uiversity System of Georgia Careers site to access your application/information. If you are NOT a current employee of a OneUSG school, this is the Careers/Recruiting Site for the University System of Georgia institution where the jc E a current employee of the institution where the job is posted, use your OneUSG Employee Self Service login. tomatically generated. Please do not respond. If you need assistance or have further questions about your job offer, please contact the Human Resources department</u>	
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