



## 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.



Manager Self Service Open Jobs

Job / Location	Days Open	Total Applicants	New Applicants
Graduate Assistant- Human Resources (1593) Columbus State University	371	7	6

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [Print Job Opening](#) [Personalize](#)

**Job Opening ID** 1593      **Status** 010 Open  
**Job Posting Title** Graduate Assistant- Human Resources      **Business Unit** 30000 (Columbus State University)  
**Job Code** 900X00 (Student Assistant)      **Department** 4600000 (Human Resources)

[Applicants](#) | [Applicant Screening](#) | [Activity & Attachments](#) | [Details](#)

All (8)	Applied (5)	Reviewed (3)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
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[Applicants](#) [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1-8 of 8](#) | [Last](#)

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print	Other Actions
<input type="checkbox"/>	Candace		External	Reviewed									Other Actions



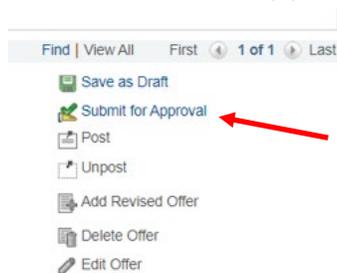
## 2. Prepare Job Offer

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



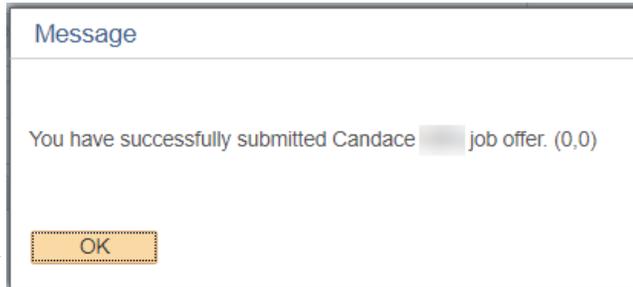
- b. Fill out the required fields on the “**Prepare Offer**” page

- c. Click “**Submit for Approval**”





- d. Once complete, you will receive notification that your **Job Offer** was accepted for approval. Click **OK**.



- e. Notice that the Applicant has been moved to the **“Offer”** tab

Manage Job Opening

Manage Job Opening

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Interviews | Print Job Opening | Personalize

Job Opening ID 1593 Status 010 Open  
Job Posting Title Graduate Assistant- Human Resources Business Unit 30000 (Columbus State University)  
Job Code 900X00 (Student Assistant) Department 4600000 (Human Resources)

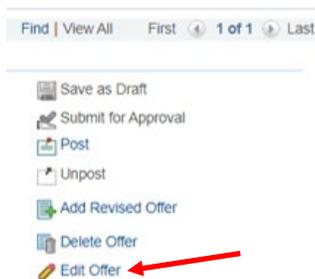
Applicants | Applicant Screening | Activity & Attachments | Details

All (8)	Applied (6)	Reviewed (1)	Screen (0)	Route (0)	Interview (0)	Offer (1)	Hire (0)	Hold (0)	Reject (0)
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Applicants

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print	Other Actions
<input type="checkbox"/>	Candace [redacted]	[redacted]	External	Offer		[document icon]	[document icon]	[checkmark icon]	[gear icon]	[document icon]	[stop icon]	[print icon]	[dropdown arrow]

- f. From the **“Prepare Job Offer”** page, you can also **“Edit Offer”** or **“Reject Offer”**. Click on **“Edit Offer”**





- 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.



Reject Offer

Status 110 Offer Rejected

Reason Salary Unacceptable

Reject Cancel

A red arrow points to the "Reject" button.

Message

You have successfully rejected the offer. (18178,1103)

OK

A red arrow points to the "OK" button.

h. The Applicant will now show up on the **"Reject"** tab.

Manage Job Opening

Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Interviews | Print Job Opening | Personalize

Job Opening ID 1593 Status 010 Open  
Job Posting Title Graduate Assistant- Human Resources Business Unit 30000 (Columbus State University)  
Job Code 900X00 (Student Assistant) Department 4500000 (Human Resources)

Applicants	Applicant Screening	Activity & Attachments	Details						
All (8)	Applied (6)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (1)	Hire (0)	Hold (0)	Reject (1)

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print	Other Actions
<input type="checkbox"/>	Candace		External	Reject									

A red box highlights the "Reject (1)" tab in the top navigation bar.

i. 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 Draft
- Submit for Approval
- Post
- Unpost
- Add Revised Offer
- Delete Offer
- Edit Offer

A red arrow points to the "Add Revised Offer" option.



< Manage Job Opening
Prepare Job Offer

Prepare Job Offer

[Return](#) | [Recruiting Home](#) [Personalize](#)

Posting Title	Graduate Assistant- Human Resources	Job Opening ID	1593
Job Opening Status	010 Open	Business Unit	Columbus State University
Job Title	Student Assistant	Position Number	
Applicant Name	Candace	Applicant ID	

**Offer Details** [Find](#) | [View All](#) | First 1 of 1 Last

**Offer Details** | [Approvals](#)

Job Opening 1593 Graduate Assistant- Human Resources Business Unit 30000

Position Number Job Code 900X00 Student Assistant Offer Date 12/04/2019

Hiring Manager Recruiter Status 110 Offer Rejected Start Date

Reason Salary Unacceptable Offer Expiration Date 12/18/2019

Created By Applicant Type External Applicant Registered Online Yes

Preferred Contact Not Specified  Notify Applicant

[Save as Draft](#)

[Submit for Approval](#)

[Post](#)

[Unpost](#)

[Add Revised Offer](#)

[Delete Offer](#)

[Edit Offer](#)

*Component	*Offer Amount	Payment Mode	Currency	Frequency
Base Pay	41500.00	Cash	USD	Annual

**Comments** [Find](#) | [View All](#) | First 1 of 2 Last

	Minimum	Midpoint	Maximum
Annual Salary	\$41,500	\$42,552	\$42,500
Monthly Salary	\$3,458	\$3,546	\$3,542
Weekly Salary	\$799	\$816	\$817
Hourly Salary	\$20	\$20	\$20

Added By 12/04/2019 5:33PM  
Last Updated By 12/04/2019 5:33PM

**Offer Letter**

Letter Standard Offer Date Printed 12/04/2019

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

**Offer Attachments**

No attachments have been added to this offer.

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

[Return](#) | [Recruiting Home](#) [Top of Page](#)

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 post this job offer for which no offer letter has been generated. (18177,2801)

Select OK to continue or Cancel to go back to generate an offer letter.

k.



< Manage Job Opening
Prepare Job Offer

Prepare Job Offer

[Return](#) | [Recruiting Home](#) Personalize

<b>Posting Title</b> Graduate Assistant- Human Resources <b>Job Opening Status</b> 010 Open <b>Job Title</b> Student Assistant <b>Applicant Name</b> Candace Hill	<b>Job Opening ID</b> 1593 <b>Business Unit</b> Columbus State University <b>Position Number</b> <b>Applicant ID</b> 7729
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**Offer Details** Find | View All | First 1 of 2 | Last

<b>Job Opening</b> 1593 <b>Position Number</b> <b>Job Code</b> 900X00 <b>Hiring Manager</b> 0022254 <b>Recruiter</b> 0329678 <b>Status</b> 010 Extend <b>Reason</b> <b>Created By</b> Annette Brown	<b>Graduate Assistant- Human Resources</b> <b>Student Assistant</b> <b>Annette Brown</b> <b>Tara Beard</b>	<b>Business Unit</b> 30000 <b>Offer Date</b> 12/04/2019 <b>Start Date</b> <b>Offer Expiration Date</b> 12/18/2019 <b>Applicant Type</b> External Applicant <b>Registered Online</b> Yes <b>Preferred Contact</b> Not Specified <input type="checkbox"/> <b>Notify Applicant</b>	<a href="#">Save as Draft</a> <a href="#">Submit</a> <a href="#">Post</a> <a href="#">Unpost</a> <a href="#">Add Revised Offer</a> <a href="#">Delete Offer</a> <a href="#">Edit Offer</a> <a href="#">Accept Offer</a> <a href="#">Reject Offer</a>
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Job Offer Components				
*Component	*Offer Amount	Payment Mode	Currency	Frequency
Base Pay	42552.00	Cas	USD	Annual

**Comments** Find | View All | First 1 of 1 | Last

Added By  
Last Updated By

**Offer Letter** Date Printed

Letter Standard Offer

Generate Letter
Upload Letter
Email Applicant

**Offer Attachments**

No attachments have been added to this offer.

Add Applicant Attachment
Add Organizational Attachment

[Return](#) | [Recruiting Home](#) Top of Page

- I. You will be asked to confirm and submit the **Job Offer** for the Applicant to review online.

< Prepare Job Offer
Send Correspondence

Send Correspondence

The access setting affects who can see the applicant note that correspondence creates. Private correspondence can only be seen by the author. Public correspondence that is not associated with any job openings is visible to all users. Public correspondence that is associated with job openings is visible to the job openings' hiring teams and creators. It is also visible to administrators and any other users who have unrestricted access to all applicant data.

Recipients	Personalize	Find	View All	First	1 of 1	Last
ID	Applicant Name	Job Opening				
	Candace	No Job Opening Selected				

**Message Type and Method**

\*Contact Method: Email  
Letter

**Recipient Information**

To: Candace

Cc:

Bcc:

Include Interested Parties

**Sender Information**

From: Annette Brown

**Message**

\*Subject:

\*Access: Public

\*Message:

**Attachments**

No attachments have been added to this Correspondence



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 Candace  
 Applicant ID  
 Job Opening 1593 Graduate Assistant- Human Resources  
 Position Number  
 Job Code 900X00  
 Offer Date 12/04/2019  
 Start Date  
 Offer Expiration Date 12/18/2019  
 Status 010 Extend  
 Reason

**Job Offer Components**

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Pay	42552.00	Cash	USD	Annual

Submit Cancel

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.

