

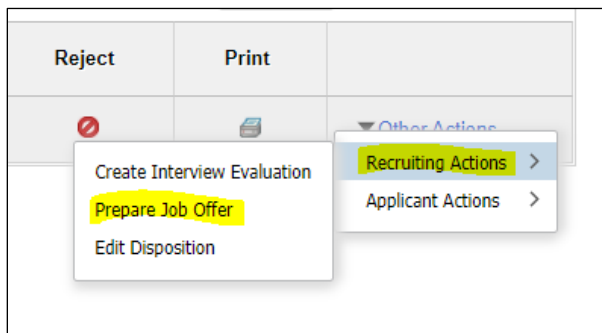
## How to Prepare Job Offer (Faculty)

**\*\*Please note, you must review, interview, and reject applicants before completing the steps below.**

1. Click on Other Actions at the end of the candidate's row.

All (4)	Applied (0)	Reviewed (0)	Screen (0)	Route (0)	Interview (1)	Offer (0)	Hire (0)	Hold (0)	Reject (3)																								
Applicants <sup>?</sup>																																	
<div style="float: right;">1-1 of 1 View All</div> <table border="1"> <thead> <tr> <th>Select</th> <th>Applicant Name</th> <th>Applicant ID</th> <th>Type</th> <th>Disposition</th> <th>Reason</th> <th>Application</th> <th>Resume</th> <th>Interview</th> <th>Reject</th> <th>Print</th> <th>Other Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Test Applicant1</td> <td>165732</td> <td>External</td> <td>Interview</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Interview	Reject	Print	Other Actions	<input type="checkbox"/>	Test Applicant1	165732	External	Interview							
Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Interview	Reject	Print	Other Actions																						
<input type="checkbox"/>	Test Applicant1	165732	External	Interview																													

2. Select Recruiting Actions and then Prepare Job Offer.



3. Enter the desired start date, offer expiration date, component, desired offer amount, and frequency. If you are extending relocation to the candidate, you must click Add Offer Component and then select relocation and enter desired relocation details.

**Prepare Job Offer**

Return | Recruiting Home Personalize

Posting Title: HR Assistant II  
 Job Opening Status: 010 Open  
 Job Title: HR Assistant II  
 Applicant Name: Test Applicant

Job Opening ID: 220159  
 Business Unit: University of North Georgia  
 Position Number: HR Assistant II  
 Applicant ID: 165732

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**Offer Details**

Job Opening: 220159	HR Assistant II	Business Unit: 53000	Save as Draft
Position Number: 10042873	HR Assistant II	Offer Date: 10/15/2020	Submit for Approval
Job Code: 510X50	HR Assistant II	Start Date: 11/16/2020	Post
Hiring Manager: 0019835	Crystal Matthews	Offer Expiration Date: 11/09/2020	Unpost
Recruiter: 0352095	Morgan Stovall	Applicant Type: External Applicant	Add Revised Offer
Status: 006 Pending Approval		Preferred Contact: Not Specified	Delete Offer
Reason: <input type="text"/>		<input type="checkbox"/> Notify Applicant	Edit Offer
Created By: Crystal Matthews			

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**Job Offer Components**

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Pay	17.00	Cash	USD	Hourly

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**Offer Letter**

Letter:  Date Printed:

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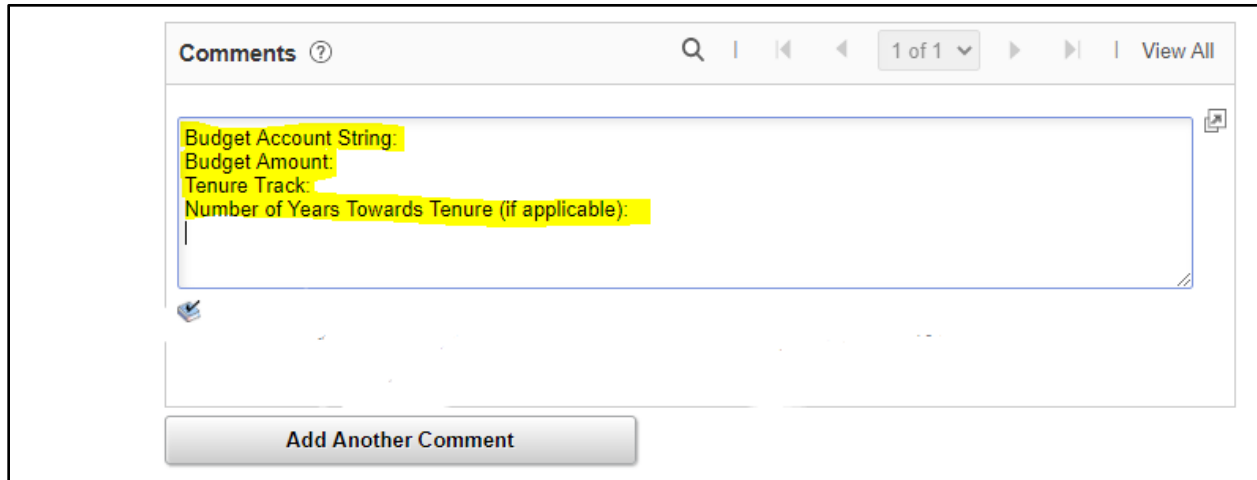
**Offer Attachments**

No attachments have been added to this offer.

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**Comments**

- In the Comments section enter the budget account string, budget amount, tenure track, and number of years toward tenure (if applicable).

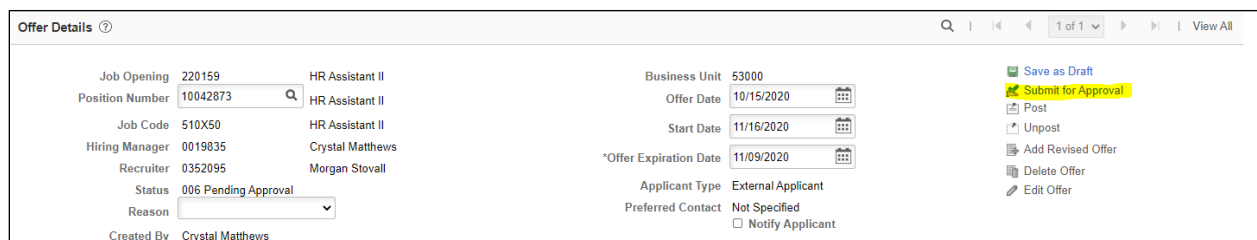


Comments ?

Budget Account String:  
Budget Amount:  
Tenure Track:  
Number of Years Towards Tenure (if applicable):

Add Another Comment

- Click Submit for Approval



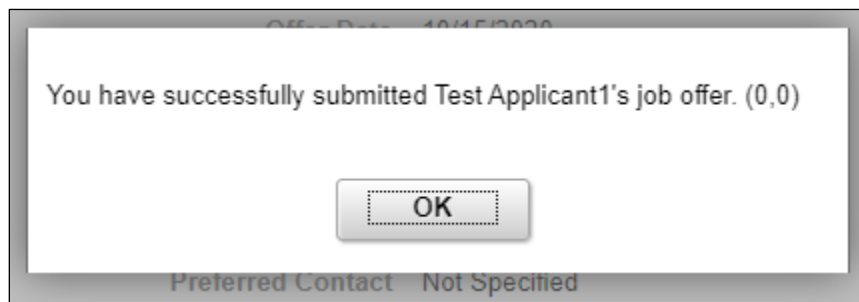
Offer Details ?

Job Opening: 220159, HR Assistant II  
Position Number: 10042873, HR Assistant II  
Job Code: 510X50, HR Assistant II  
Hiring Manager: 0019835, Crystal Matthews  
Recruiter: 0352095, Morgan Stovall  
Status: 006 Pending Approval  
Reason: (dropdown menu)  
Created By: Crystal Matthews

Business Unit: 53000  
Offer Date: 10/15/2020  
Start Date: 11/16/2020  
\*Offer Expiration Date: 11/09/2020  
Applicant Type: External Applicant  
Preferred Contact: Not Specified  
Notify Applicant: (checkbox)

Save as Draft  
Submit for Approval  
Post  
Unpost  
Add Revised Offer  
Delete Offer  
Edit Offer

- You will receive the below notification when you have successfully submitted your job offer for approval.



- Stop here. Human Resources will pick up here and complete the onboarding process.

#### Accessibility Statement

If you need this form in an additional format, reach out to Michael McLeod - 706.864.1440