

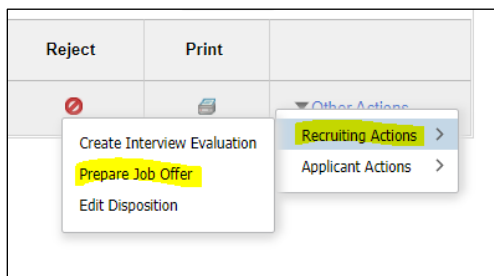
How to Prepare Job Offer (Staff, Students, and Graduate Assistants)

****Please note, you must review, interview, and reject applicants before completing the steps below. Also, the steps below must be completed before a verbal offer to the candidate is made.**

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																																		
<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 Applicant 1</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 Applicant 1	165732	External	Interview							
Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Interview	Reject	Print	Other Actions																							
<input type="checkbox"/>	Test Applicant 1	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. **** Please note, the desired start date and desired offer amount will have to be approved by HR prior to making a verbal offer.**
If you are extending relocation to the candidate, you must click Add Offer Component and then select relocation and enter desired relocation details. ****Please note, relocation can only be extended to director level and above staff positions.**

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

Offer Details

Job Opening 220159	HR Assistant II	Business Unit 63000	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="checkbox"/> Notify Applicant	Edit Offer
Created By Crystal Matthews			

Job Offer Components

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

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

1 of 1 View All

- In the Comments section enter the budget account string, budget amount, and position of trust (for students/GA only).

Comments ?

Budget Account String
Budget Amount
Position of Trust: Yes or No (for students/GA only)

Added By
Last Updated By

Add Another Comment

- Click Submit for Approval

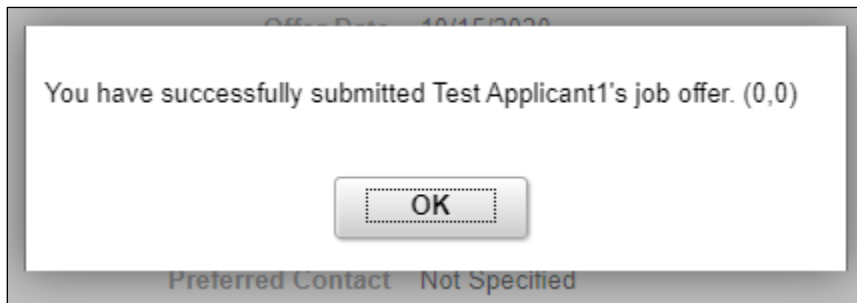
Offer Details ?

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]
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

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. You will be notified by your Talent Acquisition Consultant once the job offer is approved and then you are approved to make the verbal offer to the candidate. 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