Offers

Create the Hiring Proposal

The Hiring Proposal will automatically trigger once the selected candidate is moved into the "**Hiring Proposal (Launch Offer Card)**" status.

1.) Move the selected candidate using the drag feature (hold left mouse button down while hovering over an applicant's card) and drop the applicant from the current column to the **Hiring Proposal (Launch Offer Card)** column.
   or
2.) Move the selected candidate by using the dropdown feature on the applicant card.
3.) A screen appears to **Confirm Status Change** prompting a communication to the applicant informing the person of your decision (defaulted to No).
4.) At the bottom, click **Move Now** (blue button) to fully transition the applicant into the "**Hiring Proposal (Launch Offer Card to Finalize)**" status. This status change is defaulted so that no communications are sent to the applicant. If you wish to notify additional systems users of the status change, you can do so in this step.
5.) The Hiring Proposal form will automatically appear with many details pre-filled using the selected applicants profile information and associated job information.
6.) Complete the applicable fields with the requested information. Please note, staff positions are not required to provide any information requested under the "**Faculty Only**" section.

   Important Note: Please use the appropriate salary field within the hiring proposal based on if the position is paid an annual salary or an hourly rate. This step is crucial so that the correct salary amount is provided in the Offer Letter.

7.) If a Background Check (screening) or Motor Vehicle Screening (motor vehicle report) is required, please indicate this request under the **PRE-EMPLOYMENT CHECKS** section of the Hiring Proposal. Please see the Background Check section for additional information regarding Background Check processing.
8.) All new employees will need to complete a New Hire Form. Please use the dropdown option to indicate "New Hire Form" under the Onboarding section. Based on the type of position and the selected candidate, please indicate which onboarding workflow will be appropriate for the new hire.
   - **New Employee** – select this workflow if the candidate is a new external hire into a permanent position that will require access to all new employee materials, such as benefits enrollment forms
   - **No Onboarding** – select this workflow if the candidate is a current employee and internal hire
   - **Temporary Employee** – select this workflow if hiring a temporary position
9.) The **Offer Progress** section will be automatically updated based on the acceptance/rejection of the offer letter by the new employee. Please DO NOT attempt to edit this section.
10.) Once the hiring proposal information has been completed and saved, create a draft offer letter by using the established template provided. Click the **Merge Document** button and a new window will open to select the appropriate letter template. (If you are unsure of the correct template, you can view the available options in this window.)
11.) Under the **Approval Progress** section, select the appropriate approval workflow for the hiring proposal and select **Save**.

Background Check Process

Once the approval process for the Hiring Proposal has completed and all approvals have been received, the Hiring Manager will receive a system notification. Upon receiving approval, please submit the new employee for a background check by performing the following:

1) Using the **Applicant Progress Board**, please moved the selected candidate from the **Hiring Proposal (Launch Offer Card) status** to the **Background Check – Requested** status.
2) A new window will appear asking to indicate the type of check being requested (background only OR background with MVR). Please use the dropdown to select the option that meets the needs of the position.
   NOTE: This application status is configured to automatically trigger a communication to the selected candidate from our background check vendor, HireRight. In order to ensure the request is successfully routed, DO NOT change the default communication settings (the **E-mail Applicant** option should be marked "No").

   Hiring Managers can check the status of the background checks at any time by using the Applicant Card and looking under the **History** tab. No additional action is required of the Hiring Manager.

3.) Once a background check has been completed, the application will be transitioned into the **Background Check – Completed** status.
4.) At this time the HR Recruitment representative will conduct a final review of the Offer Letter and will move the application to the "**Offer Letter Sent**" status to trigger the release of the Offer Letter into the Applicant portal for acknowledgement. (Only HR should adjust the status to release the Offer Letter following the successful completion of the background check).

Offer Approval Process - Approve or Decline an Offer

1. Following all approvals and the successful completion of the background check, the Offer Letter will be sent to the applicant portal of the selected candidate for review and acknowledgement.
2. The system will automatically change the application status to **Offer Approved** or **Offer Declined** based on the new employee response to the Offer Letter within their applicant portal.
3. Hiring Managers should not attempt to alter this automatic status.

NOTES:

- If a unique situation arises that will require the application status to be manually adjusted, please contact the recruitment representative to assist.
- If this is a salaried position, the employee will still receive a Letter of Agreement outside of the system through AdobeSign.
- Once a new employee acknowledges their offer, they will be asked to complete a New Hire Form. This is considered the final step in the recruitment process.