

Offer Process Guide

Launching the Hiring Proposal (Offer Card)

1. Hover over the selected applicant, drag and drop into “Hiring Proposal (launch offer card).” A pop-up window will appear confirming the status change. Click “Move Now.”

Confirm status change

You are about to move **Joe Eagle** to a different status:

From status: Reference check (Letter of Recommendation)
To status: Hiring Proposal (launch offer card)

Communication template: -- No template --

E-mail: Applicant: Yes No

Send an SMS to the applicant: Yes No

Additional users from Job: Yes No

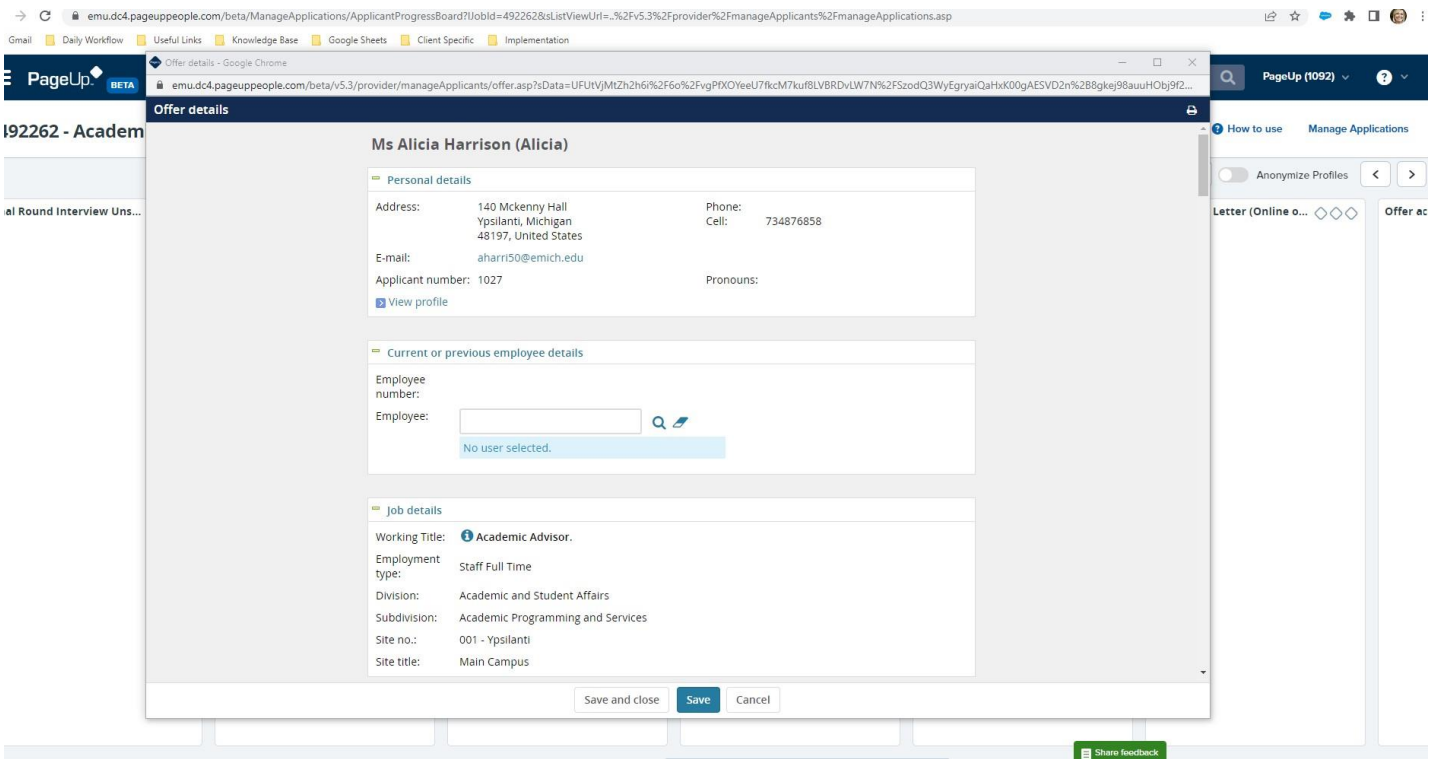
Note

The following will be added to the applicant notes for administrators to view:

Update job status from Reference checking to Offer: Yes No

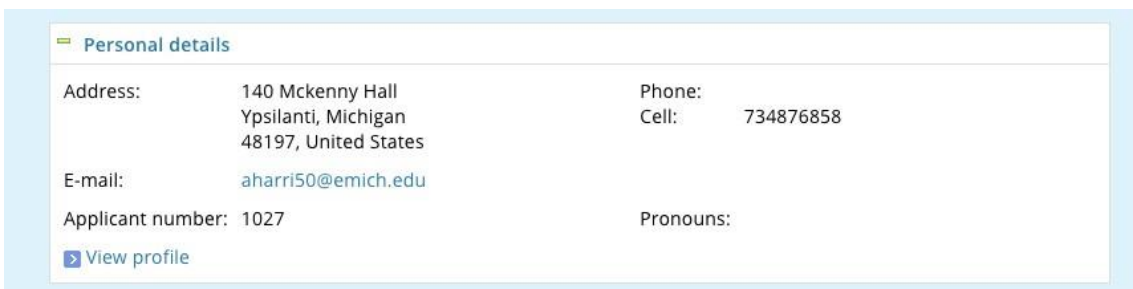
Move now Cancel

- The next window will populate the *Offer Details* screen. Navigate down the screen completing all fields.



Personal Details:

This information will auto-populate from the application form.



Current or previous employee details:

This is an optional field. (You can use the magnifying glass to the left of the text field to search for current employee banner information.)

Current or previous employee details

Employee number:

Employee: Alicia Harrison

Email address: aharri50@emich.edu

Job Details: This information will auto-populate from the position description and is ‘Read Only’

Job details

Working Title: **Academic Advisor.**

Employment type: Staff Full Time

Division: Academic and Student Affairs

Subdivision: Academic Programming and Services

Site no.: 001 - Ypsilanti

Site title: Main Campus

Offer Details: This information will auto-populate. Approval status will show as ‘Pending’ until it has gone through the ‘EMU Offer Approval’ process.

Offer details

Approval status: **Pending**

Recruiter: Alicia Harrison

Date entered: Sep 12, 2022, 10:30 am

Date updated: Sep 12, 2022, 11:35 pm

Application source: Internet - LinkedIn [Edit](#)

Positions:

Position no	Type:	Applicant	Application status
<input checked="" type="radio"/> 110707		Alicia Harrison	Hiring Proposal (launch offer card)

Position Details: Mandatory fields are marked with an asterisk.

- **Reports to manager:** Use the magnifying glass to the right of the text box to search for your name.
- Use the calendar symbol to open the calendar and identify a start date. It's typically the first day of class for PTLs and one week prior to the first day of class for Faculty.
- **End date: LEAVE BLANK**
- **Orientation Date: A tentative date will be provided by AHR.**
- FLSA Status: Exempt
- Bargaining Unit: Select LL (for PTLs), LE (for FTLs) and FA (for Faculty)

POSITION DETAILS

Position title:	<input type="text" value="Academic Advisor"/>
Reports to manager:*	<input type="text" value="Christopher Dotson"/>
	Email address: cdotson@emich.edu ▼
PClass:	<input type="text" value="Academic Advisor"/>
	PClass Title: Academic Advisor ▼
<hr/>	
Start date:*	<input type="text" value="Sep 12, 2022"/>
End date if applicable:	<input type="text"/>
Orientation Date:*	<input type="text" value="Sep 12, 2022"/>
FLSA status:	<input type="text" value="Non-Exempt"/> ▼
Hours per week:	<input type="text"/>
Appointment Percentage:*	<input type="text" value="100"/>
Maximum budgeted amount:	<input type="text"/>
Bargaining Unit:	<input type="text" value="Select"/> ▼

- **Salary section:** Insert “0” for both the Annual Salary and Hourly Pay Rate. You will provide specifics to the candidate later in the offer letter.

SALARY

A salary OR an hourly rate must be entered

[Classification and Wages](#)


Annual salary:

Hourly Pay
rate (if not
Annual Salary):

Salary
Rationale:

- **Additional Offer Details: LEAVE BLANK**

ADDITIONAL OFFER DETAILS

Employee Relocating: 

Relocation allowance:

Relocation Additional Information:

Phone Allowance:

Car Allowance:

Fund: G00005

Org: Please insert your department org number (or drop-down to search)

Acct Code: 1140 (for PTLs), 1100 (for FTLs), and 1010 (for Faculty)

Prog Code: 10 (for Instruction)


FUND	
Fund:*	<input type="text" value="Select"/>
Organization:*	<input type="text" value="Select"/>
Account Code:*	<input type="text" value="Select"/>
Program Code:*	<input type="text" value="Select"/>
Percent of Salary:*	<input type="text" value="100"/>
Fund 2:	
Organization 2:	<input type="text" value="Select"/>
Account Code 2:	<input type="text" value="Select"/>
Program Code 2:	<input type="text" value="Select"/>
Percent of Salary2:	<input type="text"/>
Fund 3:	
Organization 3:	<input type="text" value="Select"/>
Account Code 3:	<input type="text" value="Select"/>
Program Code 3:	<input type="text" value="Select"/>
Percent of Salary 3:	<input type="text"/>
Additional Details:	<input type="text"/>

Employment Checks: (Optional field) Click the 'Yes' radio button for external hires and the 'No' radio button for internal promotions/transfers

Onboarding: Choose the ‘New hire form’ under onboarding forms. Choose the appropriate Onboarding workflow. If the candidate is a current permanent staff member, select “No onboarding”. For PTLs, select “PTL/VF positions”. For full-time positions, select “Faculty/FTL positions”

Onboarding delegate: **Type in Candice Hunter.**


ONBOARDING



Onboarding form:* 

None

No Onboarding

Regular Positions

Onboarding workflow:* 

Onboarding delegate:  

No user selected.

Offer Progression: This information will be automatically updated by the system. No action is required.


OFFER PROGRESSION

The following fields will be automatically updated by the system

Offer accepted: Yes No

Date offer accepted: Sep 12, 2022

Offer declined: Yes No

Date offer declined: 

3. Select “**Academic Offers**” to kick off the Hiring Proposal approval process. Click ‘Save and Close at the bottom of the screen. This will close the entire screen and revert you back to the applicant card.

****The approval will run through Academic HR. Below is only a sample page.****

Approval process

Originator:* Christopher Dotson
Email address: cdotson@emich.edu

Approval process: EMU Offer Approval

1. HRBP: Human Resource Business Partn
Email address: hr_emprelations@emich.edu

2. Compensation: Compensation Department
Email address: hr_compensation@emich.edu

3. Human Resources: Alicia Harrison
Email address: aharri50@emich.edu

Exports

Export Title	Exported	Export Date
No Exports were found.		