


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:

E-mail: Applicant: Yes No

Send an SMS to the applicant: Yes No

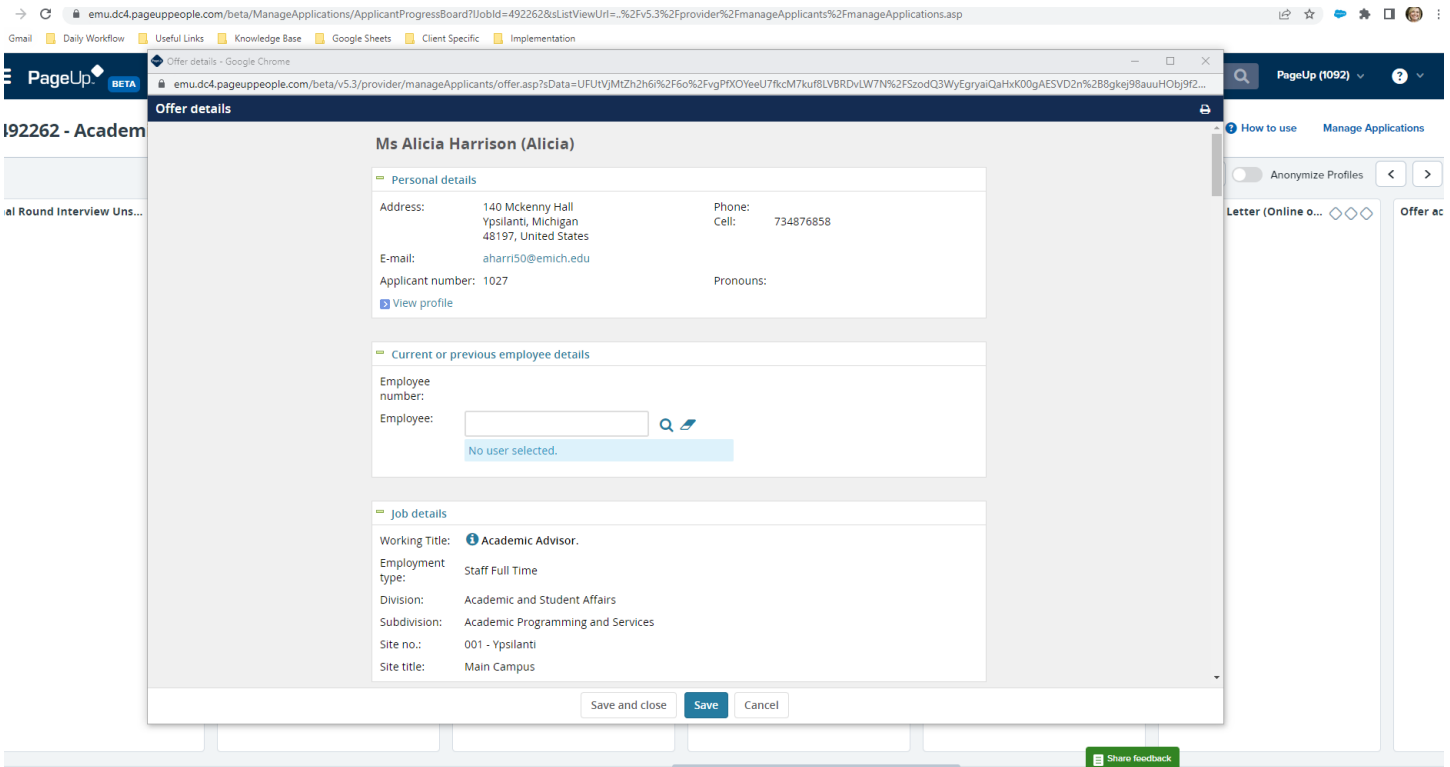
Additional users from Job: Yes No

Note

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

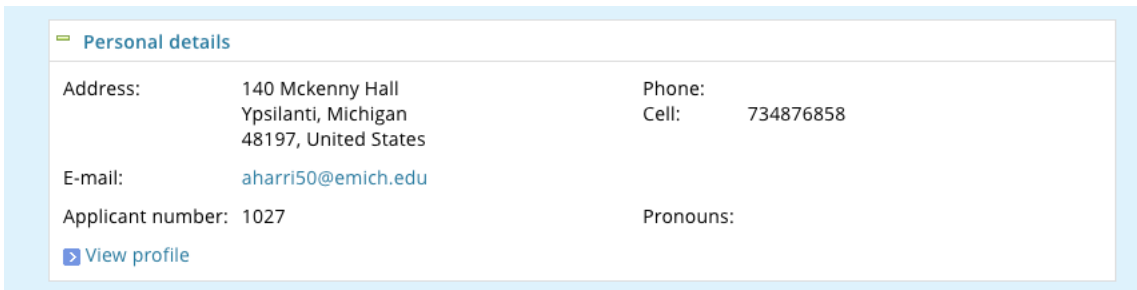
Update job status from Reference checking to Offer: Yes No

2. 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
110707		Alicia Harrison	Hiring Proposal (launch offer card)

Position Details: Mandatory fields are marked with an asterisk. Some fields will auto-populate from the position description and will not need to be manipulated. (i.e. position title, PClass, FLSA, Hours per week, Bargaining Unit)

- **Reports to manager:** Use the magnifying glass to the right of the text box to search for the direct supervisor of the selected candidate.
- Use the calendar symbol to open the calendar and identify a start date. Start dates can occur on any Monday. (Preferably the Monday of a non-pay week)
- **End date:**
- **Orientation Date:** A tentative date will be provided by the Talent and Development team.

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

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:** Use the ‘Classification and Wages’ hyperlink to direct you to the wage and salary schedule by classification homepage (<https://www.emich.edu/hr/working/employment/classification.php>)
- Fill in the annual salary and hourly rate. (The hourly rate is calculated by dividing the annual salary by 2,080).
ex. \$54000/2080=\$25.96
- Provide salary rationale.

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: (Optional field)** Fill in the appropriate text box if the candidate is relocating or has been given an allowance in addition to their salary. Leave this information blank if it does not apply)

ADDITIONAL OFFER DETAILS

Employee Relocating:

Relocation allowance:

Relocation Additional Information:

Phone Allowance:

Car Allowance:

Fund: Funding details will auto-populate from the position description. Be sure to validate this information. If there is more than one funding source use the drop-down menus to fill in the appropriate details.

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"/>
<hr/>	
Fund 2:	<input type="text" value="Select"/>
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"/>
<hr/>	
Fund 3:	<input type="text" value="Select"/>
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:	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>


EMPLOYMENT CHECKS

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 all other instances, select “Regular Positions”.



Onboarding delegate: (Optional field)

ONBOARDING

Onboarding form:* 

- None
- No Onboarding
- Regular Positions

Onboarding workflow:* 

Onboarding delegate:  

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 “**EMU Offer Approval**” 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 the Human Resource Business Partner, HR Compensation, and Alicia Harrison (Talent Acquisition).***

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.		

4. Once the Hiring Proposal is approved, users will receive a notification of approval. Move the applicant to “Verbal Offer” to extend a verbal offer to the applicant.
5. When the applicant verbally accepts the offer, change their status to “Verbal Offer Accepted.” This will trigger Human Resources to launch the online offer to the applicant.
6. From this point, HR will manage the applicant process and initiate the OrangeTree Background Screen.