Preparing a Job Offer

This job aid gives hiring managers and recruiters a step-by-step guide on preparing job offers.

PREREQUISITES FOR PREPARING A JOB OFFER

Before preparing a job offer in the recruiting system:

- Make sure the terms of the offer have been agreed upon. The terms of the offer should already have been discussed by the hiring team and agreed to by the candidate.
- Knowledge of University policy and procedure, governing documents and contract requirements, and position and job data is required.

PROCESS

1. Log in to MyU.
2. On the Manager Info tab, click <Manage Recruiting Tasks>. If there is no Manager Info tab available, from MyU, navigate to Key Links > Peoplesoft > HRMS, then to Main Menu > Recruiting > Recruiting Home.
3. In the My Job Openings pagelet of the Recruiting Home, click the job opening you are preparing an offer for.
   - The Manage Job Opening page for the job opening is displayed.
4. Find the applicant for whom you will create an offer.
   - Note: Job offers can be prepared only for applicants with a disposition of “Interview.”
5. Navigate to Other Action > Recruiting Actions > Prepare Job Offer.
   - The Prepare Job Offer page is displayed. Information at the top of the page and in the Offer Details section is populated with information from the Manage Job Opening page.

To create the job offer, you will enter information in the Offer Details and Job Offer Components sections of the Prepare Job Offer page.

OFFER DETAILS SECTION

Refer to the “Prepare Job Offer Field Names and Definitions” job aid for more information about specific fields.

6. In the Position Number field, verify that the correct number is displayed.
   - Click the lookup icon if there might be multiple position numbers associated with the job opening. Make sure the correct position number is selected.
7. Update the Offer Date, Start Date, and Offer Expiration Date fields, as needed.
8. Verify that the Registered Online field displays “Yes.” Contact your recruiter if it does not.
9. Select the Notify Applicant checkbox to notify the applicant to log in to the Careers website to take action on the offer.

JOB OFFER COMPONENTS SECTION

For this section, select a Component, then enter an Offer Amount and the Frequency associated with the component. This section is used when the system generates a generic U of MN offer letter.

Note: Information entered in this section does not flow to Manage Hires.
Preparing a Job Offer (cont.)

10. Click the Component menu to select the first component of pay that the applicant will receive. Start with “Base” for nearly all employees. At least one component must be selected.

11. Enter an amount in the Offer Amount field for the selected component.
   - For salaried employees, enter their annual salary for the “Base” component.
   - For hourly employees, enter their hourly rate for the “Base” component.

12. Select the Frequency associated with the Component. For salaried employees, select “Annual.” For hourly employees, select “Hourly.”

Click <Add Offer Component> to add more components, as needed. Then enter an Offer Amount and select a Frequency for each component.

13. Click the Recommended Salary Range button to view salary range information about the position. This information defaults from the Salary Range table and is for reference purposes.

OFFER LETTER SECTION

This section is used to upload a completed offer letter with the option of sending the uploaded letter to the applicant. No action can be taken in this section until the job offer has been approved by a recruiter. Offer letter templates can be found on the Template Letters page of the OHR website under "Supervising at the U."

14. Once the offer has been approved in PeopleSoft, click <Upload Letter> to navigate to the location the offer letter was saved and upload the file.

15. If you wish to email the letter to the applicant, click <Email Applicant> to draft an email including the offer letter and other relevant documents you want to attach.

OFFER ATTACHMENTS SECTION

Attachments can be uploaded after the offer has been approved. Use the buttons to upload applicant or organizational attachments, following the recommended practices in your department or unit.

COMMENTS SECTION

Enter comments in the Comments field as needed. After the offer has been saved, comments are viewable by recruiters, recruiting managers, and hiring managers.

SUBMIT FOR APPROVAL

16. To submit the job offer for approval, click <Submit for Approval>. To save it as a draft without submitting it, click <Save as Draft>.

17. Click <OK>.

After you submit the job offer for approval, an Approvals tab is displayed. Recruiters will receive alerts on their Recruiting Home page when they have offers to approve. Note: To track the approval process from the Recruiting Home page, click <Pending Approvals> in the Quicklinks pagelet.

Office of Human Resources | humanresources.umn.edu
Contact Center: 612-624-8647 or ohr@umn.edu