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.
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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 custom offer letter or generate a generic offer letter. No action can be taken in this section until the job offer has been approved by a recruiter. Note: For most hiring situations, it is recommended to create a custom offer letter using one of the letter templates found on the OHR website, instead of having the system create a generic offer letter.

14. To have the system create a generic offer letter, select “U of MN Generic Offer Letter” from the **Letter** field drop-down. Then click <Generate Letter>.

15. To create a custom offer letter, leave the **Letter** field blank. Click <Upload Letter>, navigate to the custom offer letter, and upload it.

**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.