

PART-TIME AND LIMITED TERM FACULTY HIRING PROCESS

Hiring Manager: Preparing the Job Offer

OVERVIEW/DESCRIPTION

This document provides step-by-step instructions on the **FACULTY HIRING PROCESS – Hiring Manager: Preparing the Job Offer**.

WHO CAN DO THIS?

The hiring process is conducted by Hiring Managers.

INSTRUCTIONS

Once an applicant has been selected for hire, Hiring Managers must navigate to that applicant via the Job Posting.

- I. **Part-time and Limited Term Faculty Positions**
 - a. Before extending a verbal offer, hiring managers must seek approval by the Dean.
 - b. Once verbal offer approval is granted, the verbal offer is extended by the hiring manager outside the electronic system.
- II. If verbal offer is accepted, hiring manager will begin the job offer. **NOTE: Applicant status must be at Interview before you can prepare the job offer.**
 - a. Click on Other Actions.
 - b. Click on Recruiting Actions.
 - c. Click on Prepare Job Offer.
- III. The Prepare Job Offer screen allows you to enter information extended to the applicant as part of the job offer, including the start date, the offer expiration date, the salary and other compensations.
 - a. While working, you may save the job offer as a draft to leave this screen and return at a later time.
 - b. **NOTE: DO NOT CHECK THE NOTIFY APPLICANT BOX.** Doing so will extend the offer to applicant.
- IV. Once you have completed your job offer preparation, select Submit for Approval to begin the review process. Take action on remaining applicants.
 - a. **NOTE: The system will automatically reject and correspond with all applicants who have not been moved past the Offer Accepted status when a finalist is moved to the Hire status or the job opening is moved to a terminal state (i.e., closed/filled).**

- V. Faculty Affairs team will monitor for further approvals and mark the job offer as Offer Accepted when the background check is complete. An offer letter will be sent by the Office of Faculty Affairs and any remaining applicants will be automatically moved to the status of reject by the system.