




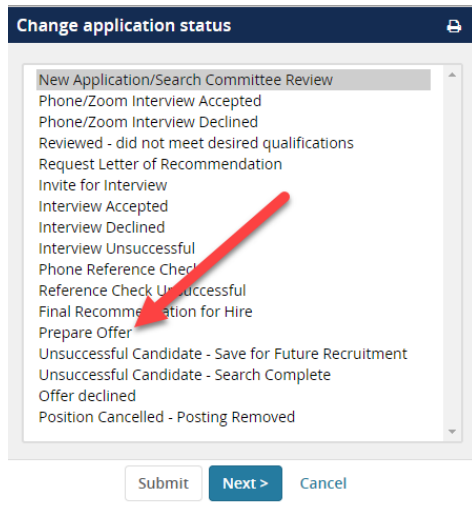
Temporary Lecturers Offer Quick Reference Guide

***This reference guide covers only the fields in which entry and/or verification is required to prepare the Offer for Faculty jobs.**

Turn off the pop-up blocker in your browser before you begin.

<p>How do you log in?</p>	<p>From the Stan State homepage, click myStanState to get to the employee portal, then click on the CHRS Recruiting icon </p>																								
<p>Preparing the Offer</p>																									
<p>Click the <i>Jobs have applicants for review</i> from the Applications tile or click on the Jobs tab and select the applicable job</p>	<p>Locate the job and find the applicant for which you will be preparing an offer through the Applications tile or the Jobs tab.</p> 																								
<p>Jobs tab</p>	<p>From the Jobs tab, locate the applicable job in the Jobs page and click on the number of applicants to display the applicant list.</p> <table border="1" data-bbox="435 1150 1448 1306"> <thead> <tr> <th>Job No.</th> <th>Date created</th> <th>Title</th> <th>Department</th> <th>Status</th> <th>Applications</th> </tr> </thead> <tbody> <tr> <td>494751</td> <td>Dec 11, 2019</td> <td>Assistant Professor of Political Science</td> <td>Politics & Public Adm</td> <td>Offer</td> <td>8</td> </tr> <tr> <td>494552</td> <td>Nov 13, 2019</td> <td>Head Men's Soccer Coach</td> <td>Men's Soccer - 61105</td> <td>Interviewing</td> <td>7</td> </tr> <tr> <td>494432</td> <td>Oct 25, 2019</td> <td>Part-Time Lecturer(s) Pool in Agriculture</td> <td>Agriculture - 20029</td> <td>Approved</td> <td>6</td> </tr> </tbody> </table> <p>Find the applicant to prepare offer for and click on the applicable Status,</p> 	Job No.	Date created	Title	Department	Status	Applications	494751	Dec 11, 2019	Assistant Professor of Political Science	Politics & Public Adm	Offer	8	494552	Nov 13, 2019	Head Men's Soccer Coach	Men's Soccer - 61105	Interviewing	7	494432	Oct 25, 2019	Part-Time Lecturer(s) Pool in Agriculture	Agriculture - 20029	Approved	6
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then select **Prepare Offer**.

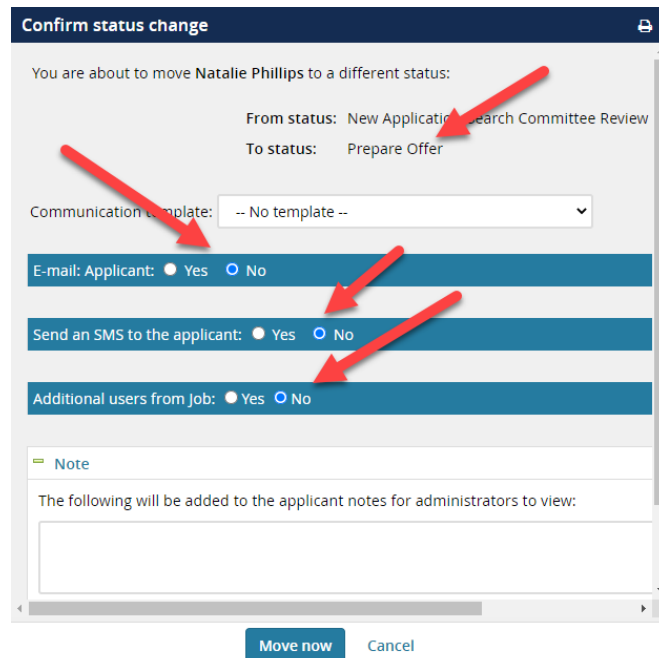


Change application status

- New Application/Search Committee Review
- Phone/Zoom Interview Accepted
- Phone/Zoom Interview Declined
- Reviewed - did not meet desired qualifications
- Request Letter of Recommendation
- Invite for Interview
- Interview Accepted
- Interview Declined
- Interview Unsuccessful
- Phone Reference Check
- Reference Check Unsuccessful
- Final Recommendation for Hire
- Prepare Offer
- Unsuccessful Candidate - Save for Future Recruitment
- Unsuccessful Candidate - Search Complete
- Offer declined
- Position Cancelled - Posting Removed

Submit Next > Cancel

The Confirm Status Change communication window will open. Ensure the **E-mail Applicant:** button is set to **No**, the **Send an SMS to the applicant:** button is set to **No**, and the **Additional users from Job:** button is set to **No**.



Confirm status change

You are about to move Natalie Phillips to a different status:

From status: New Application/Search Committee Review

To status: Prepare Offer

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:

Move now Cancel

then click Move now. Proceed to completing the Offer Card by following the instructions in this guide.

Offer details - Most of the information on the Offer card is populated with Job Requisition information and only needs verification. *Asterisked fields are REQUIRED.

Time Basis	Verify/correct – Full Time or Part Time
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Position Details

Job Code/Employee Class:	This will default to Lecturer AY, Job Code: 2358. If this position is for a 12-month lecturer, use the magnifying glass to search, enter 2359 in the number field and click Search. In the search result, click the code and click the Okay button.
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Start Date*	Use the Academic Year calendar, locate the first academic workday/yellow day for the term being hired for, and enter that date as the Start Date for the job. If this hiring a 12-month faculty member, enter their start date. This date drives the new hire onboarding tasks.
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End Date if Applicable	Enter the end date of the appointment (last workday of semester for semester appointments, last workday of the academic year for year appointments or last day of work for 12-month appointments)
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FTE	Enter FTE – decimal field not to exceed 1.0. To calculate the FTE for AY faculty, divide the number of WTUs by 15. (i.e. 3/15 = 0.2)
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Hours Per Week	Enter the number of WTUs to be taught (needed for system integration)
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Budget Details

Salary Range/Grade	Verify the Salary Range/Grade reflects the desired appointment type and grade (most will be hired at Grade 2) – note the salary range in the blue box – the minimum salary listed will be used as the base rate for all part-time faculty.
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Salary and Compensation

Base Pay Rate*	Enter the monthly Base Pay Rate for the hire. (minimum salary from Salary Range/Grade) This field is required and works with the Unit Basis field to provide the salary information for the new hire. Both fields will populate PeopleSoft.
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Unit basis*	Select Monthly										
Other* supplementary compensation	<p>Enter course(s) to be taught in the following format (see example below):</p> <table border="1"> <thead> <tr> <th>SUBJ</th> <th>CATALOG#</th> <th>SECTION#</th> <th>DESCRIPTION</th> <th>WTUs</th> </tr> </thead> <tbody> <tr> <td>Art</td> <td>1010</td> <td>001</td> <td>Foundation Drawing</td> <td>3.9</td> </tr> </tbody> </table>	SUBJ	CATALOG#	SECTION#	DESCRIPTION	WTUs	Art	1010	001	Foundation Drawing	3.9
SUBJ	CATALOG#	SECTION#	DESCRIPTION	WTUs							
Art	1010	001	Foundation Drawing	3.9							
Salary notes	Enter any salary notes relevant to this hire, and other supplementary compensation that are not addressed in the remainder of this section. These notes are internal and will only be viewed by those with access to the offer but are not included as part of the offer letter.										
Faculty/R03 Details											
Term	Enter the Term for the appointment – numeric field (i.e. 2204) PeopleSoft codes for terms.										
Duration of Appointment	Select applicable duration of appointment (Semester or Year)										
Weighted Teaching Units (WTUs) *	Enter the total number of WTUs which are being offered upon hire										
Onboarding											
Offer Type*	Select Hire										
Pay Group*	Select ACD for AY appointments and MST for 12-month appointments										
Offer Approval Type*	Select ST										
Reports To*	Enter the name of the person this job will report to – Department Chair										
Onboarding delegate	Optional – enter the name of a support person who can assist in the onboarding process to ensure onboarding tasks are completed										
Offer Progress											
Verbal offer extended	Check Yes										
Date verbal offer extended	Enter the date the verbal offer was extended										

Verbal offer accepted	Check Yes
Date verbal offer accepted	Enter the date the verbal offer was accepted
Approval Process – Campus	
Hiring Manager*	Verify/enter the Department Chair name
Approval process – Campus*	Select the applicable approval process ST – Part-Time Faculty for temporary instructional faculty
Approvers*	ST – Part-Time Faculty - Search for and enter the respective Chair and Dean responsible for the approval of the offer. <i>If the approval process is initiated with the incorrect selection, it will have to be restarted with the correct one, delaying processing.</i>
Application status	Check Yes to update the application status following offer
Submit	Click Submit to initiate the offer approval process