

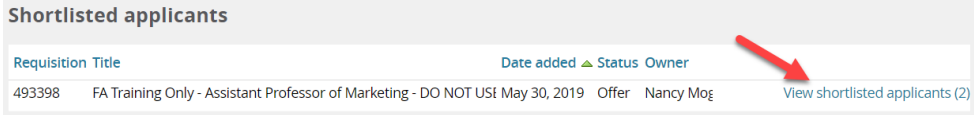
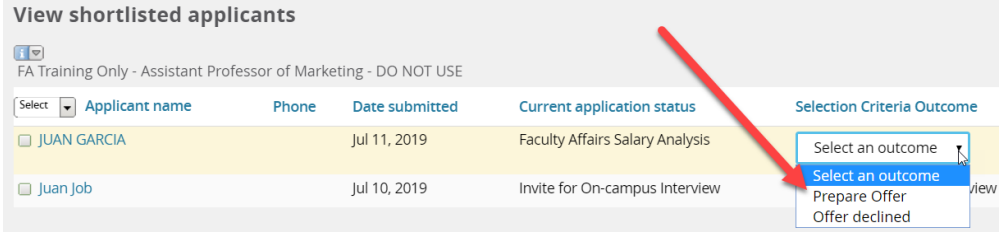


Tenure Track Faculty, Full-Time Librarians, Counselors, Lecturers and Head Coaches

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>Applications tile</p>	<p>From the Applications tile, when clicking the <i>Jobs have applicants for review</i>, the Shortlisted Applicants page opens. Click the 'View shortlisted applicants' link on the right side of the page</p>  <p>In the Select an outcome box, click Prepare Offer then click the Submit button.</p> 

Jobs tab

Locate the applicable job in the Jobs page and click on the number of applicants to display the applicant list. Find the applicant to prepare offer for and click on the status **Faculty Affairs Salary Analysis**, then select Prepare Offer.

The screenshot displays a table of job listings with columns: Job No., Date created, User, Title, Campus, Department, Status, Applications, and Site. The first row shows job 493398, 'FA Training Only - Assistant Profes', with 8 applications. The second row shows job 493591, 'Assistant Professor of Managemel', with 0 applications. Below the table, a search results window for job 493398 is shown. It includes a 'Submitted Status' dropdown and a table of applicants. The first applicant is Adam Bonner, with status 'Faculty Affairs Salary Analysis'. A 'Change application status' dropdown menu is open, showing various options, with 'Prepare Offer' selected. A 'Confirm status change' dialog box is also open, showing the current status 'Request for Dean approval to interview' and the target status 'Prepare Offer'. The dialog has two sections: 'E-mail: Applicant' and 'Additional users from job', both with radio buttons set to 'No'. A 'Move now' button is at the bottom.

The Confirm Status Change communication window will open. Ensure the Email Applicant and Additional users from Job buttons are both set to No and 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.

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

Start Date*	Use the calendar to enter the Start Date for the job. This date drives the new hire onboarding tasks.
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Budget Details

Salary Range/Grade	Verify the Salary Range/Grade reflects the desired grade
Salary and Compensation	
Base Pay Rate*	Enter the monthly Base Pay Rate for the hire. 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.
Unit basis*	Select Monthly
Annual Salary	Enter the annual salary
Relocation	Enter the dollar amount of any relocation funds which will be provided
Other supplementary compensation	Enter the details of any other supplementary compensation that are not addressed in the remainder of this section. This language is pulled directly into the offer letter.
Salary notes	Enter any salary notes relevant to this hire. 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.
Rank	Select the appropriate rank
Start Up Amount	Enter the dollar amount provided for Start Up if applicable
Duration of Start Up Funds	Enter the duration of time which the Start Up funds will be paid (whole number field, i.e. enter 2 [for 2 years])
Assigned/Release Time (in terms of WTUs)	Enter the number of WTUs which are being offered upon hire
Duration of Assigned/Release Time WTUs	Enter the duration of receipt of the Assigned Time WTUs (whole number field, i.e. enter 2 [for 2 years])
Onboarding	
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	
Approval process – Campus	Select the applicable approval process ST – Full-Time Faculty (college) for Full-Time Lecturers and Tenure Track faculty ST – Full-Time Faculty Library for librarians
Approvers	The approvers will populate according to the approval process selected. Review, verify and/or enter the correct the approvers for each approval level. Note: if many edits are required, verify the correct approval process was selected.
Submit	Click Submit to initiate the offer approval process