
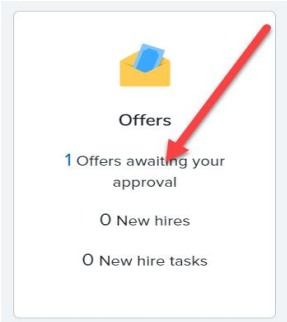
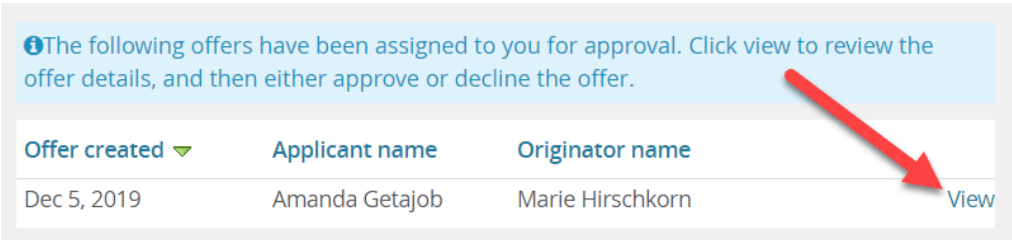


## Staff/MPP Offer Quick Reference Guide

**\*This reference guide covers only the fields in which entry and/or verification is required to approve an Offer for Staff/MPP jobs.**

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

How do you log in?	From the Stan State homepage, click <a href="#">myStanState</a> to get to the employee portal, then click on the CHRS Recruiting icon	
<b>Approving the Offer</b>		
<b>Offers tile</b>  <i>Offers awaiting your approval</i>	On the Offers tile, click the <i>Offers awaiting your approval</i> link.  	
<b>Offers assigned for approval list</b>	Click on the View link on the right side of the page to view the offer.  	
<b>Offer details</b>  <b>Most of the information on the Offer card is populated with Job Requisition information and needs verification. The offer card details will be the basis of an appointment letter so please confirm accuracy before approving.</b>		
<b>Time Basis</b>	Verify/correct – Full Time or Part Time	
Position Details		
<b>Start Date</b>	Verify/update the start date for the job	
<b>End date if applicable</b>	Enter the end date of the job if the position is temporary	

Budget Details	
<b>Pay Plan Months Off</b>	If pay plan is something other than 12/12, enter month(s) off
Salary and Compensation	
<b>Base Pay Rate</b>	Salary analysis results will be provided in the Salary Notes field. Please confirm verbal acceptance at approved amount and then verify/update the Base Pay Rate field for the hire
<b>Unit basis</b>	Select the appropriate unit basis for the base pay rate
Onboarding	
<b>Onboarding delegate</b>	Optional – enter the name of a support person who can assist in the onboarding process to ensure onboarding tasks are completed
Offer Progress	
<b>Verbal offer extended</b>	Check Yes
<b>Date verbal offer extended</b>	Enter the date the verbal offer was extended
<b>Verbal offer accepted</b>	Check Yes
<b>Date verbal offer accepted</b>	Enter the date the verbal offer was accepted
Approval Process – Campus	
<b>Approval</b>	Click the Approve button to approve the offer. Click the Decline button to decline the offer, and select the applicable reason for the declination. Declining the offer will stop the approval process and a new offer will have to be started to continue with the hire.