

Offer Card Guidance

Candidate's Current Status					Offer Card Actions					
SJSU ID	Active Job Record	Inactive Job Record	Hire Replaces Current Job	Hire is Temp to Prob/Perm in Same Job	Attach Candidate to Offer Card	Type of Hire (Action Reason)	New Hire Form Required	Onboarding Portal Required	Onboarding Workflow Required	Notes
No	N/A	N/A	N/A	N/A	No	Hire (HIR/APT)	Yes	Yes	Yes	This is a new hire (completely new to SJSU)
Yes	No	No	N/A	N/A	No	Hire (HIR/APT)	Yes	Yes	Yes	This is a new hire (ex. SJSU student - never employed at SJSU)
Yes	No	Yes	N/A	N/A	No	Rehire (REH/REH)	Yes	Yes	Yes	
Yes	Yes	N/A	Yes (same or lower class)	No	Yes	Transfer (XFR/VOL)	No	No	No	This is used when a current employee is hired into a new job at the same or lower classification*
Yes	Yes	N/A	Yes (higher class)	No	Yes	Promotion (PRO/PRO)	No	No	No	This is used when a current employee is hired into a new job at a higher classification*
Yes	Yes	N/A	No	Yes	Yes	Temp to Prob/Perm (DTA/APR)	No	No	No	This is used when a temporary employee is hired into their current temp position after a recruitment
Yes	Yes	N/A	No	No	Maybe	Concurrent Hire (HIR/CON)	Maybe	Maybe	Maybe	This is used when an employee has an active job in another department (new hire form not required) OR has a prior job in a current or different department but the new job cannot be stacked on the prior job (new hire form required)*

*There are instances where a new job cannot be placed on top of another job in the PeopleSoft job data ("stacked"). In those cases, you would hire the person into a concurrent job (HIR/CON) even if the prior job is not active.

You may not stack on top of these types of jobs:

- Student Assistants, including Work Study
- Graduate Assistants
- Teaching Associates
- Instructional Student Assistants

If a staff member is moving to a faculty job, you would not stack the faculty job on top of the staff job. If a tenured faculty member moves to an MPP position, you WOULD stack the MPP job on top of the faculty job.

If a student worker is hired into a staff/faculty position, do not select New Employee Base Form