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Introduction

Once the verbal offer is accepted, the Recruiter will prepare the offer letter outside of CHRS Recruiting. The letter, along with the position description, will be forwarded to the candidate for review and signature via DocuSign. Once the documents are signed and the background check is clear, the final offer will be prepared and extended in CHRS Recruiting.

Step-by-Step Process: Prepare the Offer

The offer letter will be prepared outside of CHRS Recruiting and sent to the candidate via DocuSign. Once you have sent the letter, move the candidate to the Prepare Offer to Extend status in CHRS Recruiting then initiate the Background Check.

| <p>Log into CHRS Recruiting</p> <ol style="list-style-type: none"> 1. Navigate to one.SJSU 2. Search for or click the CHRS Recruiting tile 3. Use your SJSUOne ID and password to log in | | | | | | | | | | | | | | | | |
|--|--|------------------|--------------|-----------|------------|-----------|-----------------------|-------|------|--------|--|-----------------------|-------|---------|-----------|--|
| <p>The List Dashboard is Displayed</p> <ol style="list-style-type: none"> 1. Change the Current Jobs View to the Approved Jobs by clicking the appropriate circle (A) 2. Click the hyperlinked number of applications next to the icon of the appropriate job (B) | | | | | | | | | | | | | | | | |
| <p>The list of applicants is displayed</p> <ol style="list-style-type: none"> 1. Click the Status of the candidate for which you wish to extend an offer (A) | <table border="1"> <thead> <tr> <th>Submitted Status</th> <th>Applicant No</th> <th>Pref Name</th> <th>First name</th> <th>Last name</th> </tr> </thead> <tbody> <tr> <td>Application Screening</td> <td>39951</td> <td>Todd</td> <td>Carter</td> <td></td> </tr> <tr> <td>Hiring Manager Review</td> <td>39952</td> <td>Lindsay</td> <td>Lieberman</td> <td></td> </tr> </tbody> </table> | Submitted Status | Applicant No | Pref Name | First name | Last name | Application Screening | 39951 | Todd | Carter | | Hiring Manager Review | 39952 | Lindsay | Lieberman | |
| Submitted Status | Applicant No | Pref Name | First name | Last name | | | | | | | | | | | | |
| Application Screening | 39951 | Todd | Carter | | | | | | | | | | | | | |
| Hiring Manager Review | 39952 | Lindsay | Lieberman | | | | | | | | | | | | | |

Move the Candidate to the Prepare Offer status

1. Select Prepare Offer to Extend in the status list (A)
2. Click Next (B)

Change application status

- New Application
- CSUEU Required Qualifications Review
- Application Screening
- Application Screening Unsuccessful
- Invite for Interview
- Interview Accepted & Release Form Initiated
- Interview Accepted & Release Form Completed
- Interview Declined
- Interview Evaluation
- Interview Unsuccessful
- Reference Check Initiated
- Reference Check Unsuccessful
- Hiring Manager Review
- Hiring Manager Review Unsuccessful
- Hold
- Prepare Offer to Extend (A)**
- Background Check Initiated
- Background Check Pending
- Background Check Successful
- Background Check Unsuccessful
- Offer Extended
- Offer Accepted
- Offer Accepted Paperwork Received
- Offer Declined
- Offer Rescinded
- New Employee Orientation
- Job Closing Communication

Submit **Next >** Cancel (B)

Confirm the status change

3. No communication will be sent to the candidate at this step (A)
4. No communication will be sent to additional users at this step (B)
5. Click Move now (C)

Please note, the Prepare Offer status does not trigger any action. It is primarily for tracking and reporting purposes. It is recommended that you move the candidate to this status after you send them their offer letter via DocuSign.

Confirm status change

You are about to move **Lindsay Lieberman** to a different status:

From status: Hiring Manager Review
To status: Prepare Offer to Extend

Communication template: -- No template --

E-mail: Applicant: Yes No (A)

No SMS will be sent to the applicant as they do not wish to receive them.

Additional users from Job: Yes No (B)

Note

The following will be added to the applicant notes for administrators to view:

Move now Cancel (C)

Step-by-Step: Extend the Formal Offer

Once the signed offer letter is returned and the background check is clear, a formal offer must be extended in CHRS Recruiting.

| <p>Move the Candidate to the Offer Extended status</p> <p>1. Click the Status (A)</p> | <p>Alternative Media Assistant - Santos (497054)</p> <p>Search Results</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Submitted Status</th> <th>Applicant No</th> <th>Pref Name</th> <th>First name</th> <th>Last name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Jun 21, 2020 Application Screening</td> <td>39951</td> <td>Todd</td> <td>Carter</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Jun 21, 2020 Prepare Offer to Extend</td> <td>39952</td> <td>Lindsay</td> <td>Lieberman</td> <td></td> </tr> </tbody> </table> <p><i>(Callout A points to the 'Prepare Offer to Extend' status)</i></p> | Select | Submitted Status | Applicant No | Pref Name | First name | Last name | <input type="checkbox"/> | Jun 21, 2020 Application Screening | 39951 | Todd | Carter | | <input type="checkbox"/> | Jun 21, 2020 Prepare Offer to Extend | 39952 | Lindsay | Lieberman | |
|---|--|--------------|------------------|--------------|-----------|------------|-----------|--------------------------|------------------------------------|-------|------|--------|--|--------------------------|--------------------------------------|-------|---------|-----------|--|
| Select | Submitted Status | Applicant No | Pref Name | First name | Last name | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Jun 21, 2020 Application Screening | 39951 | Todd | Carter | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Jun 21, 2020 Prepare Offer to Extend | 39952 | Lindsay | Lieberman | | | | | | | | | | | | | | | |
| <p>Move the Candidate to the Offer Extended status</p> <p>1. Select the Offer Extended status in the list (A)</p> <p>2. Click Next (B)</p> | <p>Change application status</p> <ul style="list-style-type: none"> New Application CSUEU Required Qualifications Review Application Screening Application Screening Unsuccessful Invite for Interview Interview Accepted & Release Form Initiated Interview Accepted & Release Form Completed Interview Declined Interview Evaluation Interview Unsuccessful Reference Check Initiated Reference Check Unsuccessful Hiring Manager Review Hiring Manager Review Unsuccessful Hold Prepare Offer to Extend Background Check Initiated Background Check Pending Background Check Successful Background Check Unsuccessful Offer Extended Offer Accepted Offer Accepted Paperwork Received Offer Declined Offer Rescinded New Employee Orientation Job Closing Communication <p><i>(Callout A points to 'Offer Extended', Callout B points to 'Next >')*</i></p> <p>Submit Next > Cancel</p> | | | | | | | | | | | | | | | | | | |

Confirm the status change

You will be prompted that the offer has not been approved (A). Since we are not doing offer approvals in the system, you may ignore this.

You will also see a message reminding you that the candidate will be notified at this step (B).

Notify the candidate

1. Review the email and update accordingly; if a background check was done, use section A; if a background was not done, use section B

Complete the move to the new status

1. Indicate if additional users from Job will be notified (C)
2. Add a Note if applicable (D)
3. Update the job status from Interviewing to Offer (E)
4. Click Move now (F)

Additional users from Job: Yes No **C**

Note

The following will be added to the applicant notes for administrators to view: **D**

Update job status from Interviewing to Offer: Yes No **E**

F Move now Cancel

The Offer details window opens: Verify the Personal Details

1. Confirm the Address and Email information (A)
2. If the candidate is a current employee, enter their name in the Employee field (B)

Offer details

Lindsay Lieberman

Personal details

Address: California United States **A** Phone:

E-mail: sjsu.hrtest+06222@gmail.com

Applicant No: 39952

[View profile](#)

Current or previous employee details

Please download and read the instructions before selecting an Employee Profile.

PLEASE NOTE: Once the selection is made and the Offer card is "Saved/Submitted", the selection **cannot be edited** by system users. In the event of an incorrect selection, do not move forward please contact your Campus Configuration Administrator to submit a "High Impact" JIRA ticket, which includes the correct Employee number from your campus' PeopleSoft environment.

Self-disclosed Employee ID (not applicable to CSU):

Employee: **B**

No user selected.

Verify the Job and Offer Details

1. Review the Job details (A)
2. Review the offer details (B)
3. Confirm the position information; if there are multiple positions in the recruitment, make sure the correct one is selected (C)

Please note: If the position you select is in a different classification or grade/rank than the original position, you may have to update the Job Code/Employee Class field in the Position Details section and/or the Salary Range/Grade in the Budget Details section.

Offer details 🔒

Job details

CSU Working Title: i Alternative Media Assistant - Santos.

Position Type: Staff

Campus: San Jose A

Division: Student Affairs

College/Program: Student Services

Department: Accessible Education Center - 1090

Time Basis: Full Time ⬇

Offer details

Approval status: Pending B

Recruiter: Carrie Medders

Date entered: Jul 4, 2020, 5:06 pm

Application source: Internet - Facebook [Edit](#)

Positions:

| Position no | Type: | Applicant Application status |
|---|-------------|------------------------------|
| <input checked="" type="radio"/> Alternative Media Assistant Position no: SJ-00012060 C | Replacement | - |

Verify and update the Position Details

4. Verify the job code and hiring type (A)*
5. Enter the Start date; if applicable, verify or enter the End date and Probation End Date (B)
6. Verify the FTE and Hours Per Week; verify the FLSA Status (C)
7. Verify the FLSA Status (D)
8. All other fields should have been verified and updated on the Job Card and do not need to be updated here

**Please note: If the position you selected is not in the same classification as the position used when creating the Job Card, you must change it here.*

Offer details

POSITION DETAILS

Job Code/Employee Class: Admin Support Assistant 12 Mo   

[Job Code: 1032](#)

Hiring Type: Probationary

Start date*: 

End date if applicable:  

Probation End Date: 

FTE: 1.00 

Hours Per Week: 40.00 

FLSA Status: Non-Exempt

Union: Select

Union Language:

Mandated Reporter: General - The person holding this position is considered a general mandated repc

NCAA: Yes No

Sensitive Position: Select

Conflict of Interest: None

Concurrent Hire: Yes No

Rehired Annuitant: Yes No

Verify the Budget Details

1. Ensure the Pay Plan is selected (12 Months for most staff & MPP positions) (A)
2. Verify the Salary Range/Grade (B) – if the position you chose was in a different range/grade, you are required to change this information to match

Offer details

BUDGET DETAILS

Budget/Chart field/Account string:

Pay Plan: 12 Months A

Pay Plan Months Off:

Salary Range/Grade:* 1032-ASSISTANT II-Grade-2 B

Minimum: \$ 2,705.00
Maximum: \$ 4,592.00
Pay Frequency:

Anticipated Hiring Range:

Maximum budgeted amount:

Update the Salary and Compensation information

9. Enter the Base Pay Rate (A)
10. Select the Unit basis for the base pay – typically monthly (B)
11. All other fields may be left blank

Offer details

SALARY and COMPENSATION

Base Pay Rate:* A

Unit basis:* Select B

Monthly Pay:

Annual salary:

Relocation:

Sign on bonus:

Other supplementary compensation:

Salary notes:

Benefits Eligibility

Benefits eligibility is determined based on the appointment. To confirm benefits eligibility please see your benefits office for further details.

Benefits Eligible?: Yes No

Benefit Eligibility Details: Select ↓

Enter the Education and License information

1. Use the Major Institute and License/Certification codes file to complete this section (A)
2. Select the candidate's Highest Level of Education (B)
3. Select the candidate's Degree Type (C)
4. Select whether the candidate's degree is the Terminal Degree for Discipline (D)
5. Enter the Date of Completion of the degree (E)
6. Enter the Major Code for the degree; do not enter the name of the degree (F)
7. Enter the Institute Code where the degree was earned; do not enter the name of the degree (G)
8. When applicable, enter the License or Certification Code for the candidate (H)
9. Enter the number of the license or certificate (I)
10. Enter the expiration date of the license or certification (J)

EDUCATION and LICENSE VERIFICATION

Please note that you must use the [Major, Institute and License/Certification codes](#) from PeopleSoft in this section for the data to correctly Integrate to PeopleSoft. This workbook has multiple worksheets. Copy the code from the corresponding worksheet.

If the appropriate code does not exist in the drop down list or the reference sheets - please follow the Analysis and Recommendations listed in the [Major, License, School Codes Position Paper](#).

| | |
|------------------------------------|---|
| Highest Level of Education: | <input type="text" value="Master's Level Degree"/> |
| Degree Type: | <input type="text" value="Master of Science"/> |
| Terminal Degree for Discipline: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Date of Completion: | <input type="text" value="May 22, 2020"/> |
| Major Code: | <input type="text" value="3470"/> |
| Institute Code: | <input type="text" value="001081"/> |
| License/Certification Code: | <input type="text" value="CDLC"/> |
| License/Certification Number: | <input type="text" value="123456789"/> |
| License/Certification Expiry Date: | <input type="text" value="Dec 31, 2020"/> |

Please note, if you enter a Major Code you must enter an Institute Code and vice versa. If you enter a License/Certification Code you must enter a License/Certification Number and vice versa.

Enter the Onboarding information

The Employment Checks section is not used (A).

Before completing the Onboarding section, please review the Offer Card Guidance job aid.

1. Select the Offer Type (B)
2. Select the Pay Group (C); for most staff & MPP this should be MST
3. Select SJ as the Offer Approval Type (D)
4. Select Base New Employee Data Form as the Onboarding Form (E); not required for all candidates; refer to Offer Card Guidance
5. Select SJ Onboarding Portal as the Onboarding Portal (F); this is not required for current employees
6. Select the correct Onboarding workflow (G); this is not required for current employees

EMPLOYMENT CHECKS

PRE-EMPLOYMENT CHECKS A

Background Check: Yes No

Background Check Codes:

Pre-placement physical: Yes No

ONBOARDING

OfferType:* B

Pay Group:* C

Offer Approval Type:* D

Onboarding Form: E

Onboarding Portal: F

Onboarding workflow: G

Reports To:* H

[Email address: sjsu.hrtest@gmail.com](mailto:sjsu.hrtest@gmail.com)

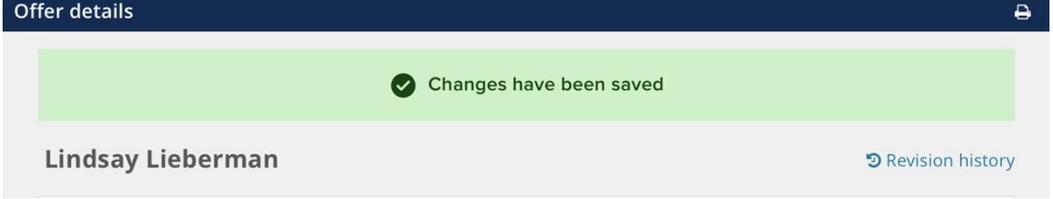
Onboarding delegate: I

[Email address: sjsu.hrtest@gmail.com](mailto:sjsu.hrtest@gmail.com)

| | |
|--|--|
| <p>7. Verify the Reports To information and update if necessary (H); this person will be responsible for the onboarding of the employee</p> <p>8. If someone else will manage the employee's onboarding processes, enter them as the Onboarding delegate (I)</p> <p><i>Please note, if you change the Reports To information it will not feed to PeopleSoft. You must submit a Position Management Action Form to update the position.</i></p> | |
|--|--|

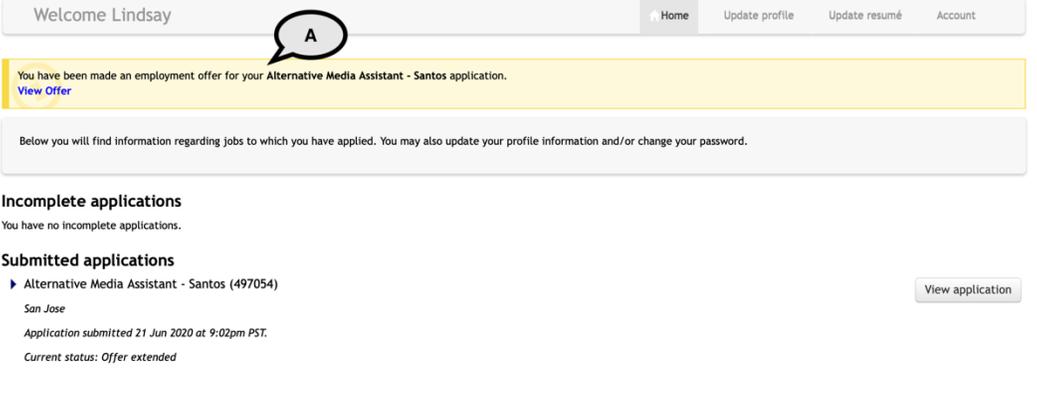
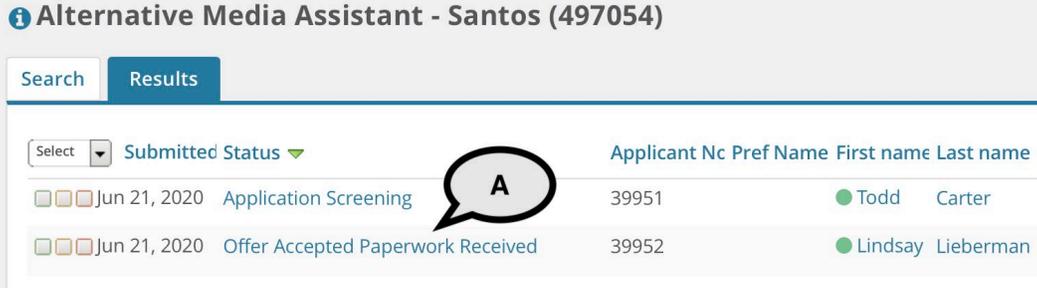
| | |
|---|---|
| <p>Enter Verbal Offer information if desired</p> <p>12. The Verbal Offer information is optional but may be entered if you wish to track the information (A)</p> <p>13. The date the candidate accepts or declines the offer will be updated by the system (B)</p> | <div style="background-color: #cccccc; text-align: center; padding: 2px;">OFFER PROGRESS</div> <p style="text-align: center; font-size: small;">The following fields will require manual updates</p> <p>Verbal offer extended: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Date verbal offer extended: <input type="text" value="Jun 1, 2020"/> </p> <p>Verbal offer accepted: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Date verbal offer accepted: <input type="text" value="Jun 1, 2020"/> </p> <p style="text-align: center; font-size: small;">The following fields will be automatically updated by the system</p> <p>Offer accepted: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Date offer accepted: <input type="text"/> </p> <p>Offer declined: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Date offer declined: <input type="text"/> </p> |
|---|---|

| | |
|--|---|
| <p>Submit the offer information</p> <p>No other sections of the offer card need to be completed for Staff & MPP recruitments.</p> | <div style="background-color: #cccccc; height: 20px; margin-bottom: 10px;"></div> <p> <input type="button" value="Save and close"/> <input style="background-color: #0070c0; color: white;" type="button" value="Submit"/> <input type="button" value="Cancel"/> </p> |
|--|---|

| | |
|--|---|
| <p>14. Click Submit to send the offer to the candidate</p> | |
| <p>You will receive confirmation that your offer card has been saved</p> <p>15. Scroll to the bottom of the window then click Save and Close to close the offer card.</p> |  <p>The screenshot shows a dark blue header with the text "Offer details" and a close icon. Below the header is a light green notification bar with a checkmark icon and the text "Changes have been saved". Underneath, the name "Lindsay Lieberman" is displayed in bold, and to its right is a blue link labeled "Revision history".</p> |

Candidate View and Acceptance of Offer

The information in this section is what the candidate will see when they login to review and accept their offer.

| <p>View the offer</p> <p>1. The candidate will see a highlighted box with a link to view the offer (A)</p> |  <p>Welcome Lindsay</p> <p>Home Update profile Update resumé Account</p> <p>You have been made an employment offer for your Alternative Media Assistant - Santos application. View Offer</p> <p>Below you will find information regarding jobs to which you have applied. You may also update your profile information and/or change your password.</p> <p>Incomplete applications You have no incomplete applications.</p> <p>Submitted applications</p> <ul style="list-style-type: none"> Alternative Media Assistant - Santos (497054) View application <ul style="list-style-type: none"> San Jose Application submitted 21 Jun 2020 at 9:02pm PST. Current status: Offer extended | | | | | | | | | | | | | | | | | | |
|---|--|--------------|------------------|--------------|-----------|------------|-----------|--------------------------|------------------------------------|-------|------|--------|--|--------------------------|--|-------|---------|-----------|--|
| <p>Accept the offer</p> <p>2. The candidate must push the I AGREE button (A)</p> <p>Once they agree to the offer, if applicable they will be prompted to complete the Base New Hire Data Form.</p> | <p>Employment offer</p> <p>Congratulations, you have been made an employment offer for your Alternative Media Assistant - Santos application.</p> <p>I AGREE I decline Back to home</p> | | | | | | | | | | | | | | | | | | |
| <p>The application status is updated once the offer is accepted and the base form is completed. (A)</p> |  <p>Alternative Media Assistant - Santos (497054)</p> <p>Search Results</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Submitted Status</th> <th>Applicant Nc</th> <th>Pref Name</th> <th>First name</th> <th>Last name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Jun 21, 2020 Application Screening</td> <td>39951</td> <td>Todd</td> <td>Carter</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Jun 21, 2020 Offer Accepted Paperwork Received</td> <td>39952</td> <td>Lindsay</td> <td>Lieberman</td> <td></td> </tr> </tbody> </table> | Select | Submitted Status | Applicant Nc | Pref Name | First name | Last name | <input type="checkbox"/> | Jun 21, 2020 Application Screening | 39951 | Todd | Carter | | <input type="checkbox"/> | Jun 21, 2020 Offer Accepted Paperwork Received | 39952 | Lindsay | Lieberman | |
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