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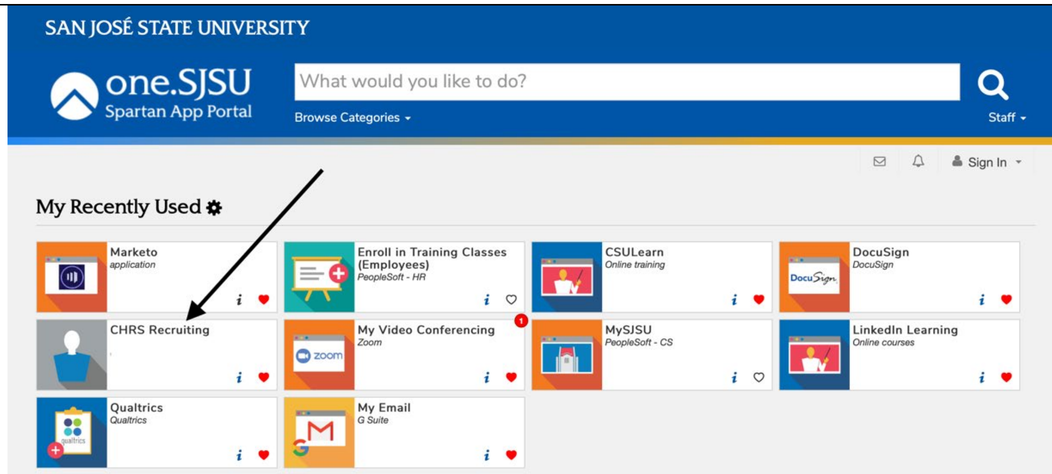
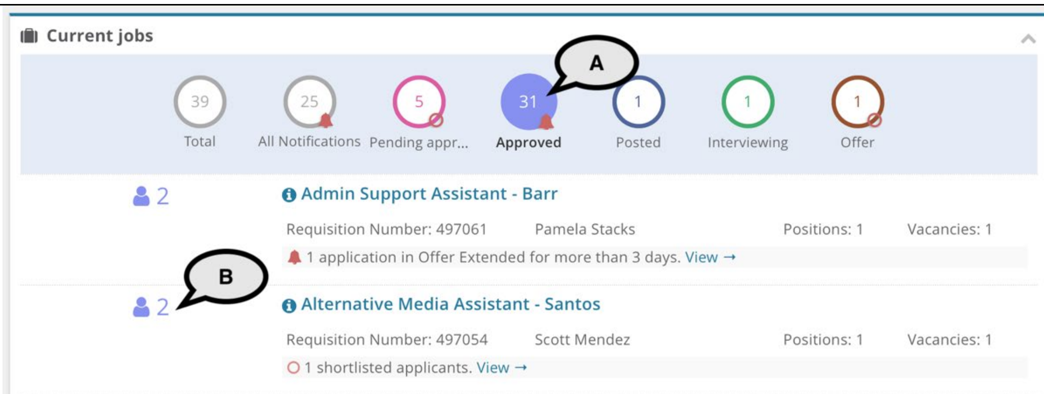
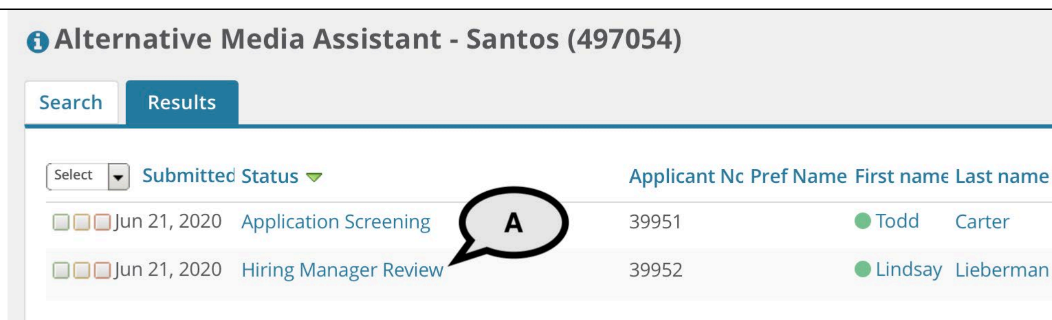
Introduction

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.

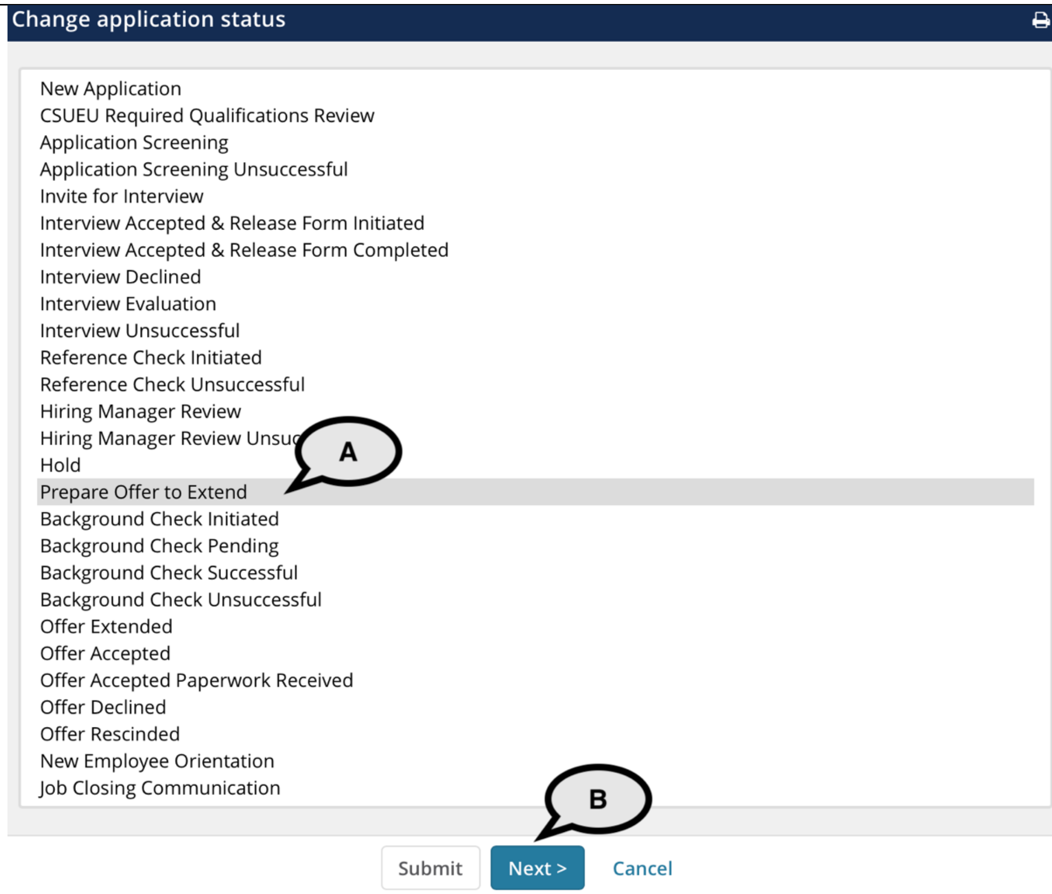
Step-by-Step Process: Prepare the Offer

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.

Log into CHRS Recruiting 1. Navigate to one.SJSU 2. Search for or click the CHRS Recruiting tile 3. User your SJSUOne ID and password to log in	
The List Dashboard is Displayed 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)	
The list of applicants is displayed 1. Click the Status of the candidate for which you wish to extend an offer (A)	

Move the Candidate to the Prepare Offer status

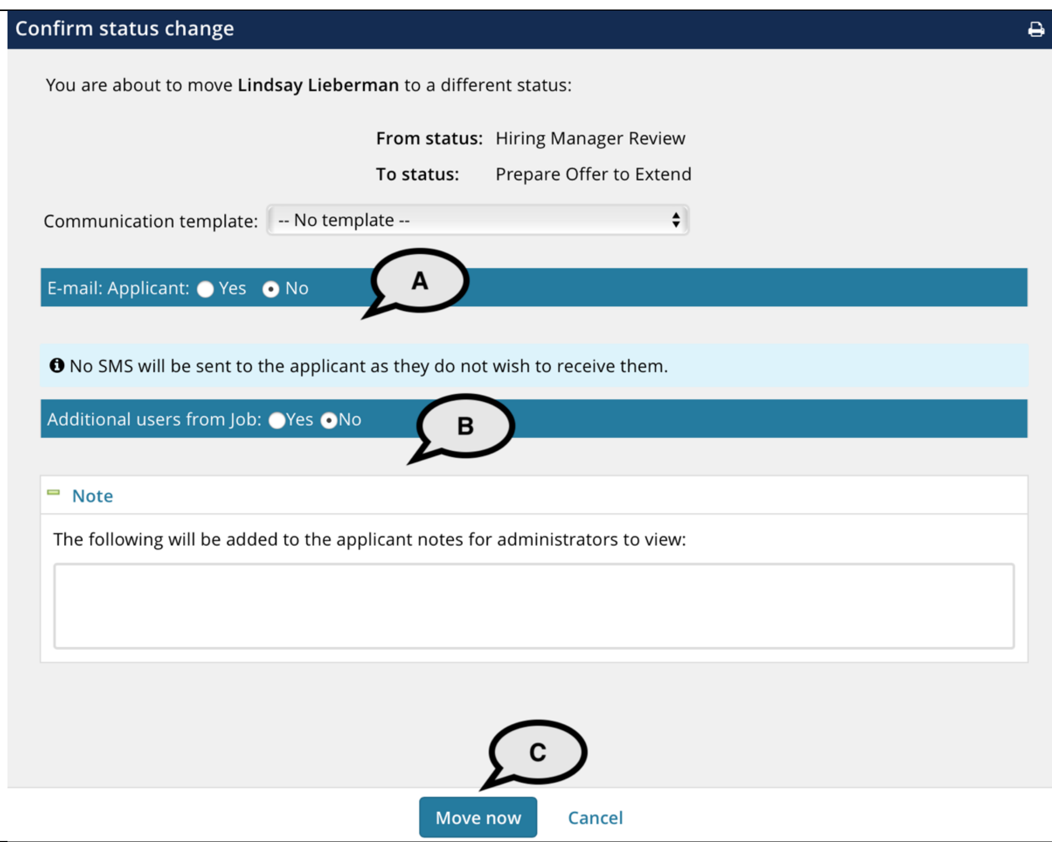
1. Select Prepare Offer to Extend in the status list (A)
2. Click Next (B)



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.



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.

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Move the Candidate to the Offer Extended status

1. Click the Status (A)

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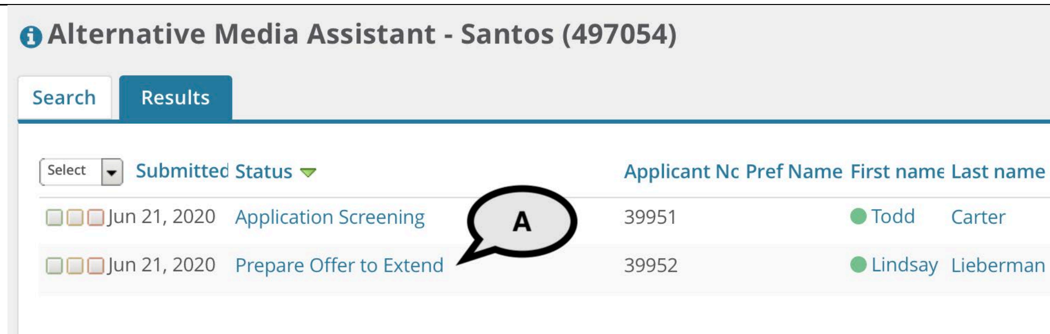

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Move the Candidate to the Offer Extended status

1. Select the Offer Extended status in the list (A)
2. Click Next (B)

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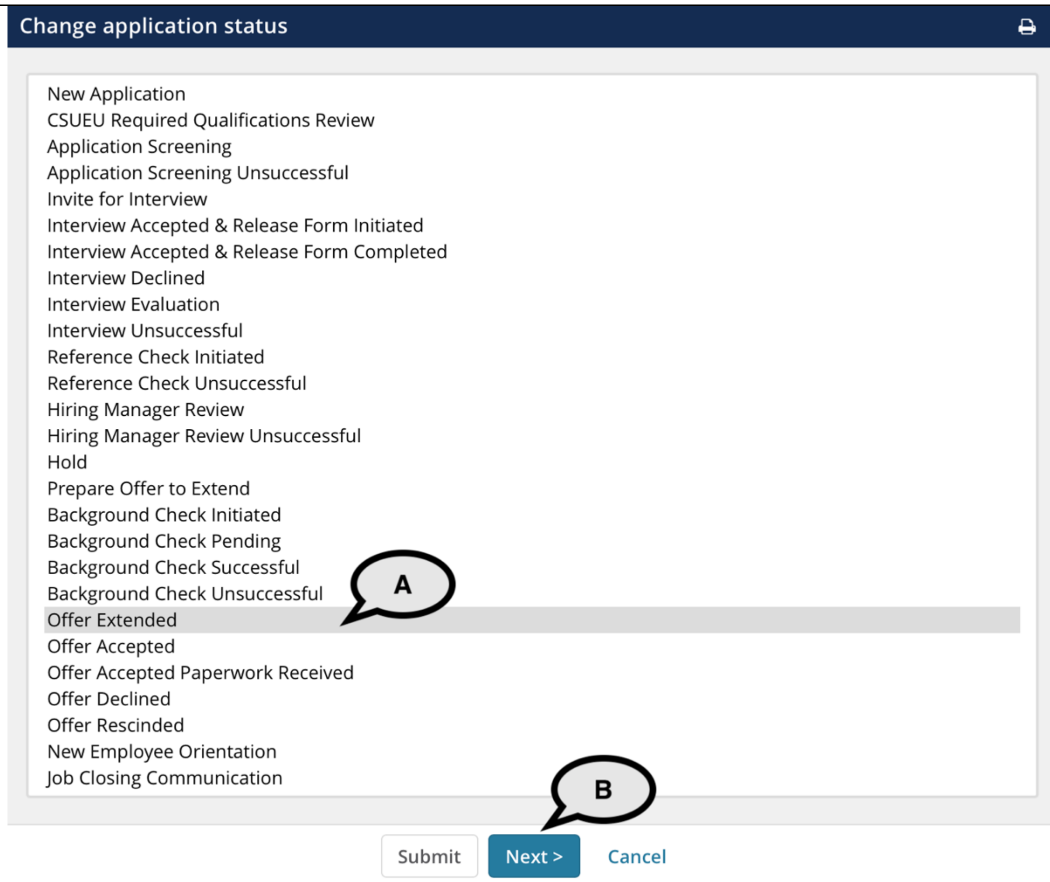

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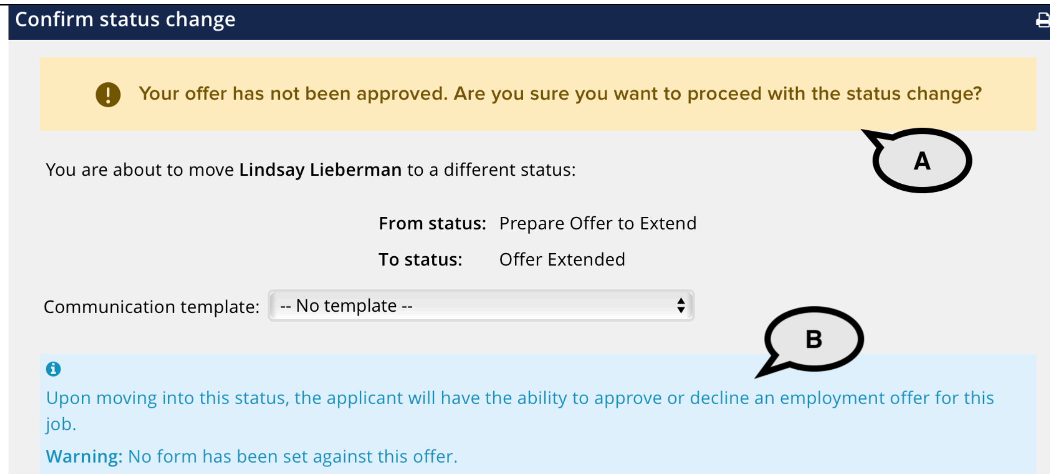
Confirm the status change

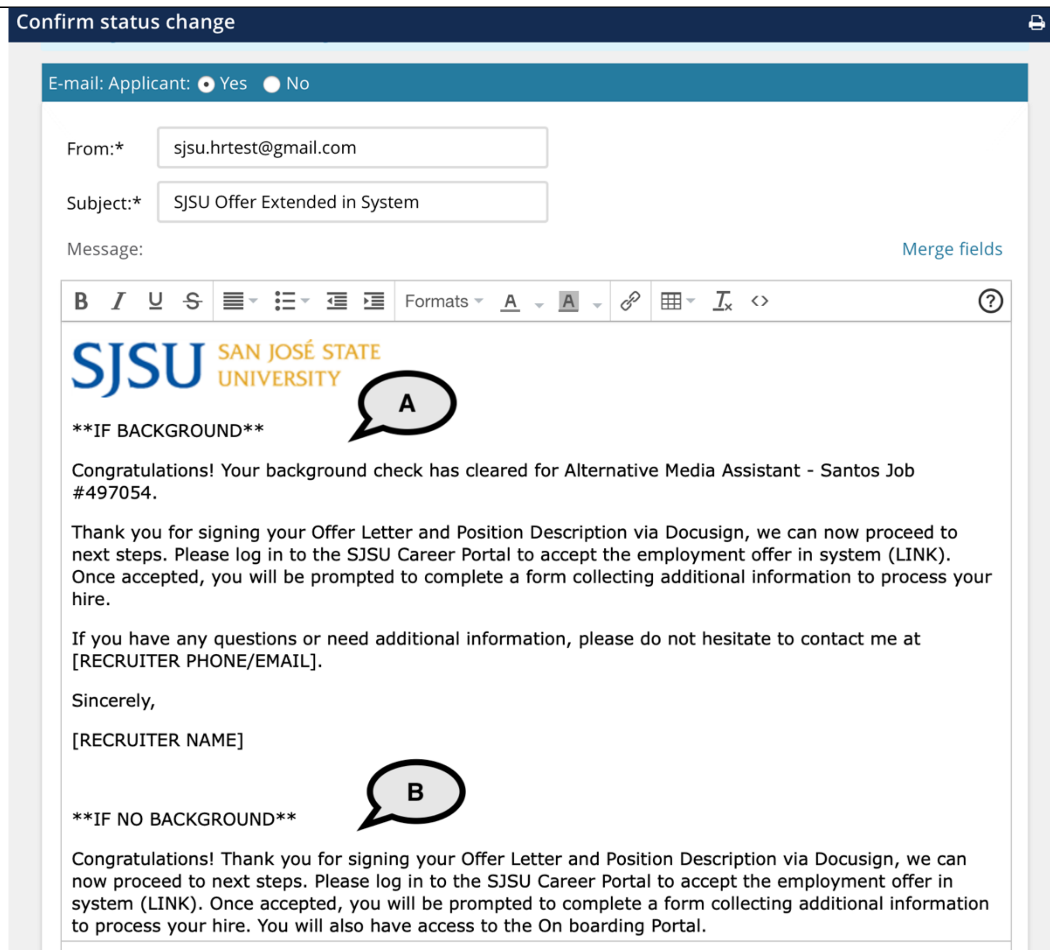
You will be prompted that the offer has not been approved (A). Since we are not doing offer approvals in the system, you may ignore this.

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



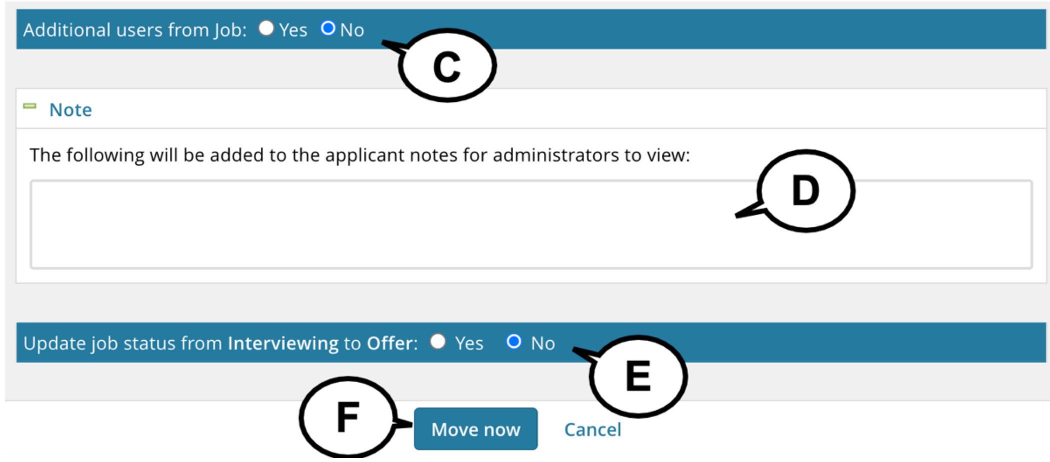
Notify the candidate

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



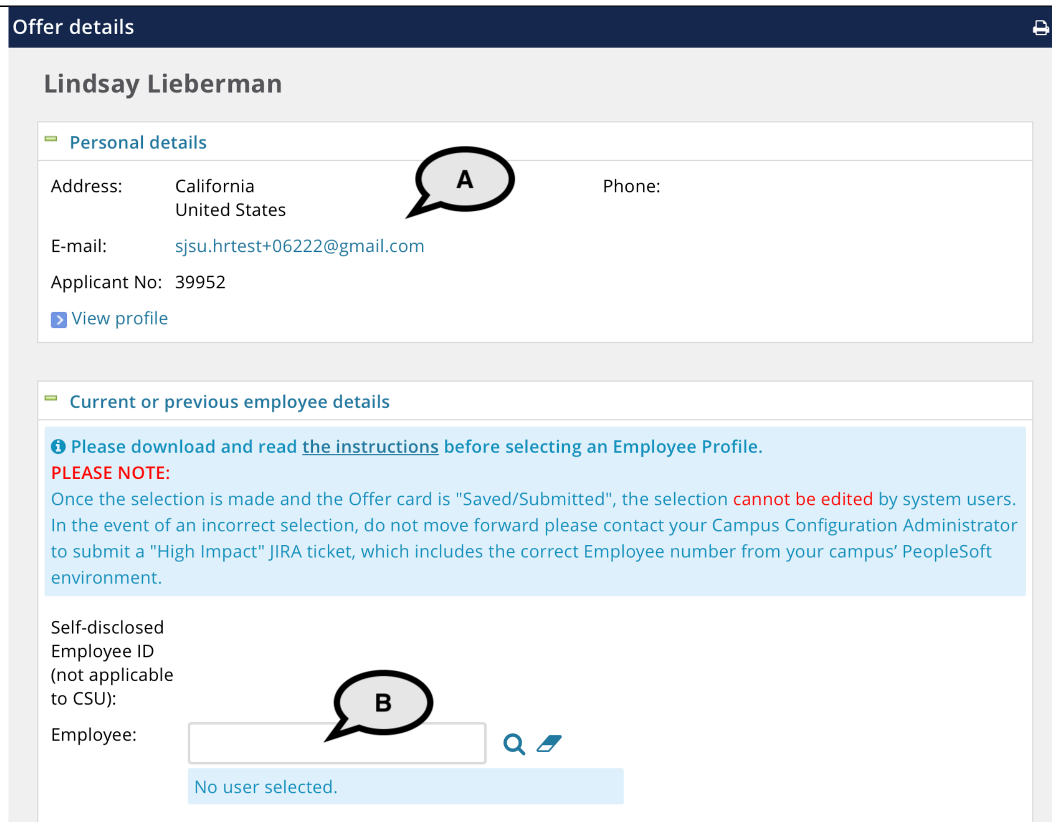
Complete the move to the new status

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)



The Offer details window opens: Verify the Personal Details

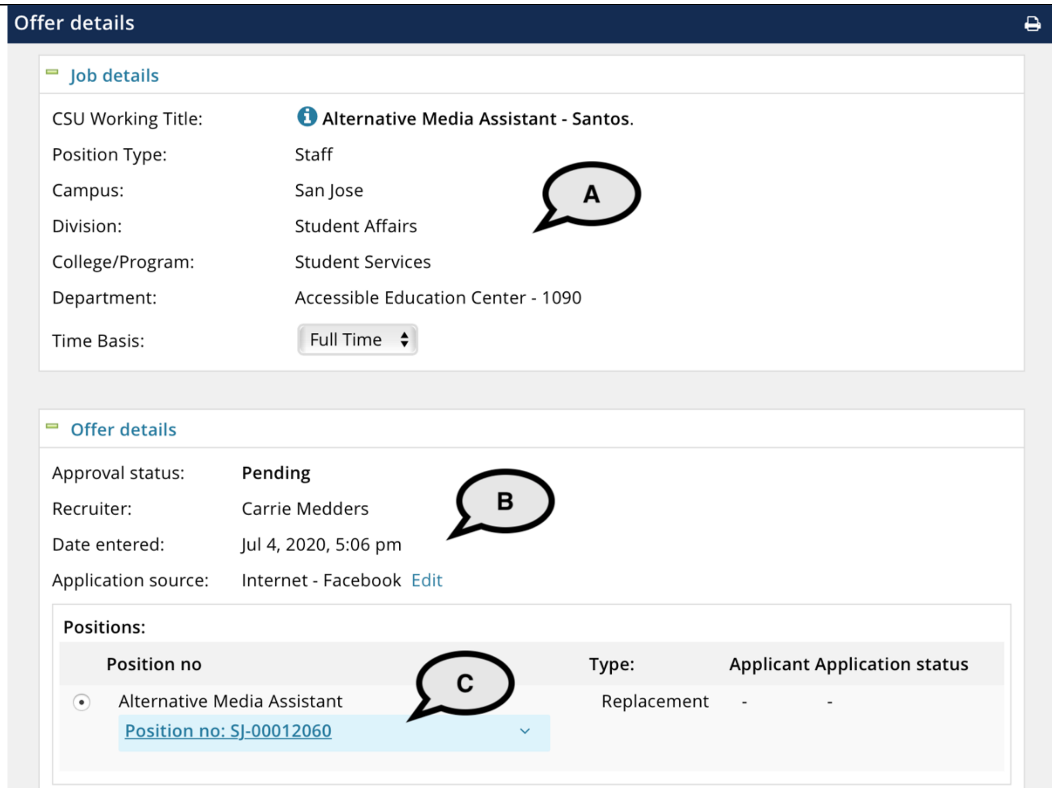
1. Confirm the Address and Email information (A)
2. If the candidate is a current employee, enter their name in the Employee field (B)



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)

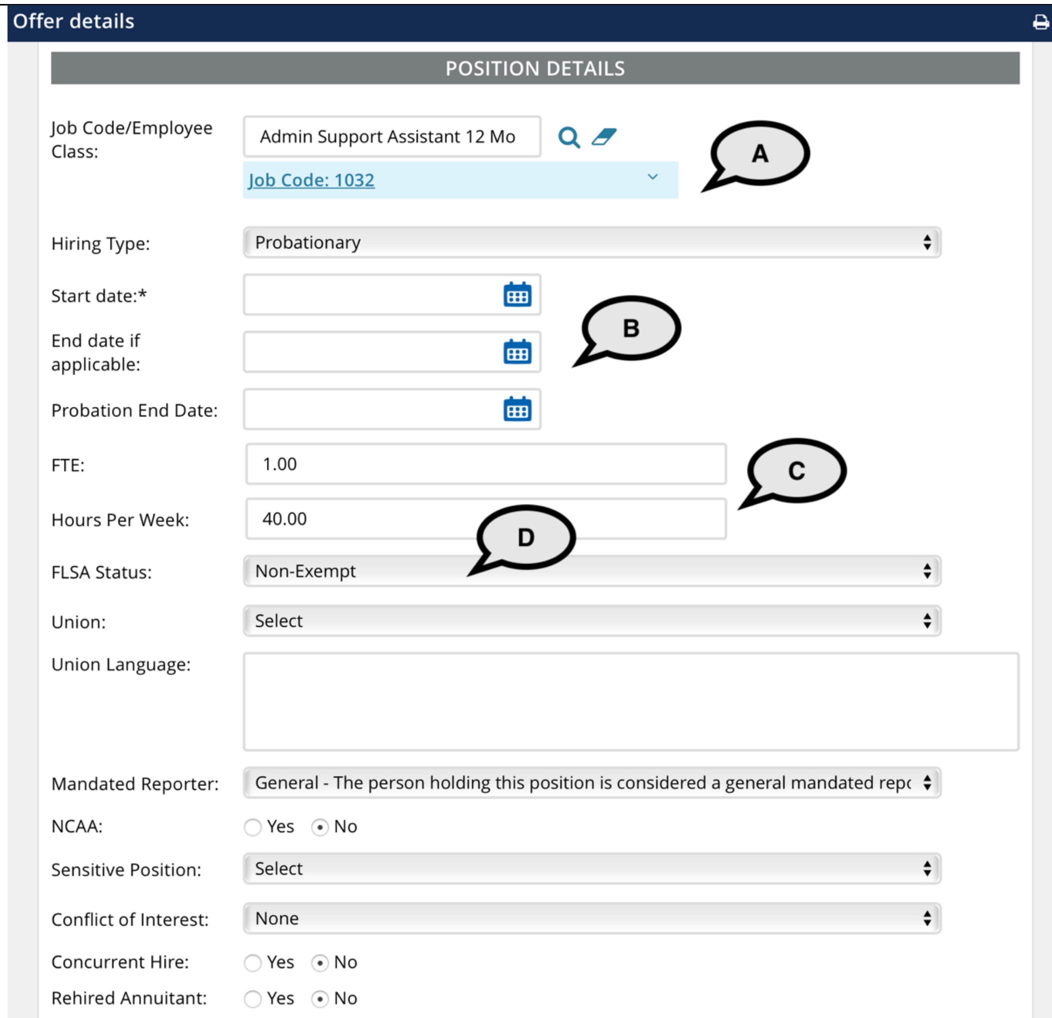
Please note: If the position you select is in a different classification or grade/rank than the original position, you may have to update the Job Code/Employee Class field in the Position Details section and/or the Salary Range/Grade in the Budget Details section.



Verify and update the Position Details

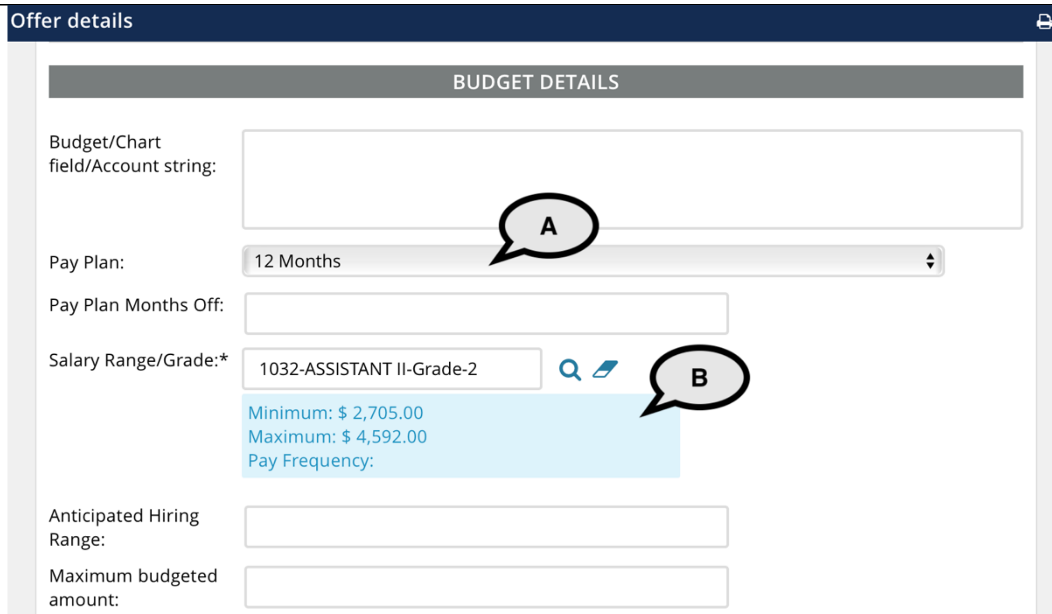
4. Verify the job code and hiring type (A)*
5. Enter the Start date; if applicable, verify or enter the End date and Probation End Date (B)
6. Verify the FTE and Hours Per Week; verify the FLSA Status (C)
7. Verify the FLSA Status (D)
8. All other fields should have been verified and updated on the Job 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.*



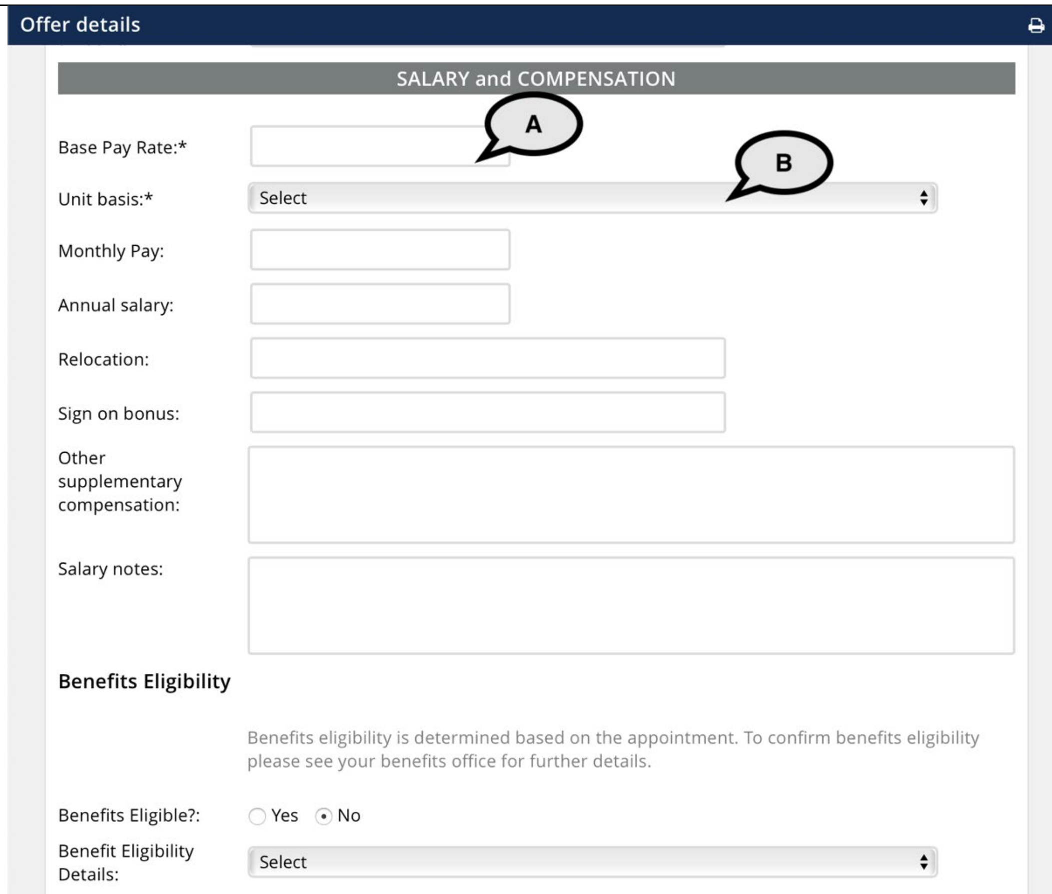
Verify the Budget Details

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



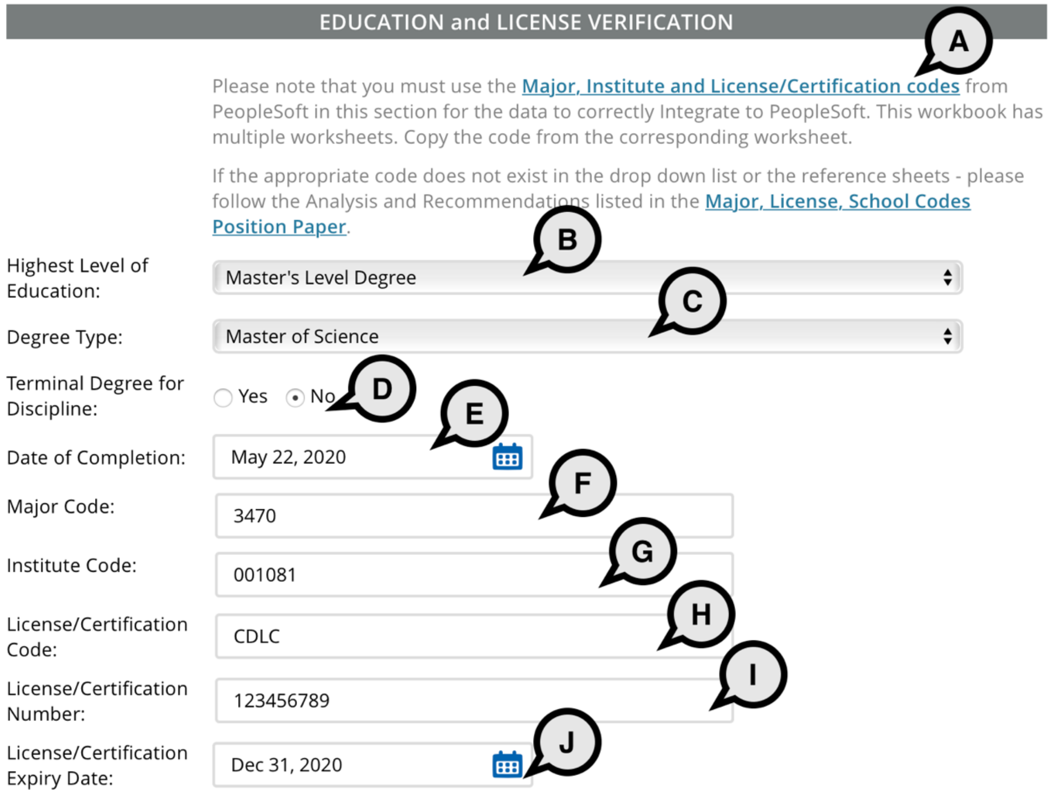
Update the Salary and Compensation information

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



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)



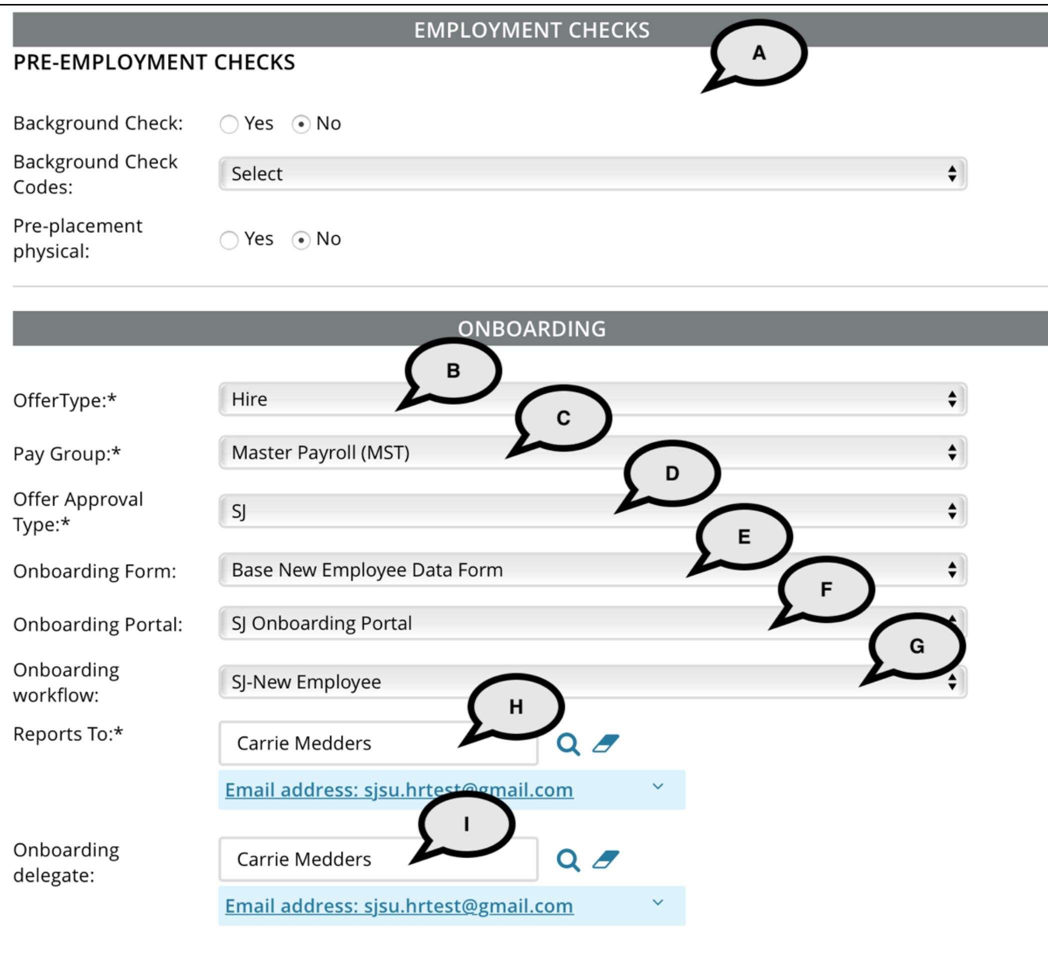
Please note, if you enter a Major Code you must enter an Institute Code and vice versa. If you enter a License/Certification Code you must enter a License/Certification Number and vice versa.

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



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7. Verify the Reports To information and update if necessary (H); this person will be responsible for the onboarding of the employee
8. If someone else will manage the employee’s onboarding processes, enter them as the Onboarding delegate (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.
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Enter Verbal Offer information if desired

12. The Verbal Offer information is optional but may be entered if you wish to track the information (A)
13. The date the candidate accepts or declines the offer will be updated by the system (B)
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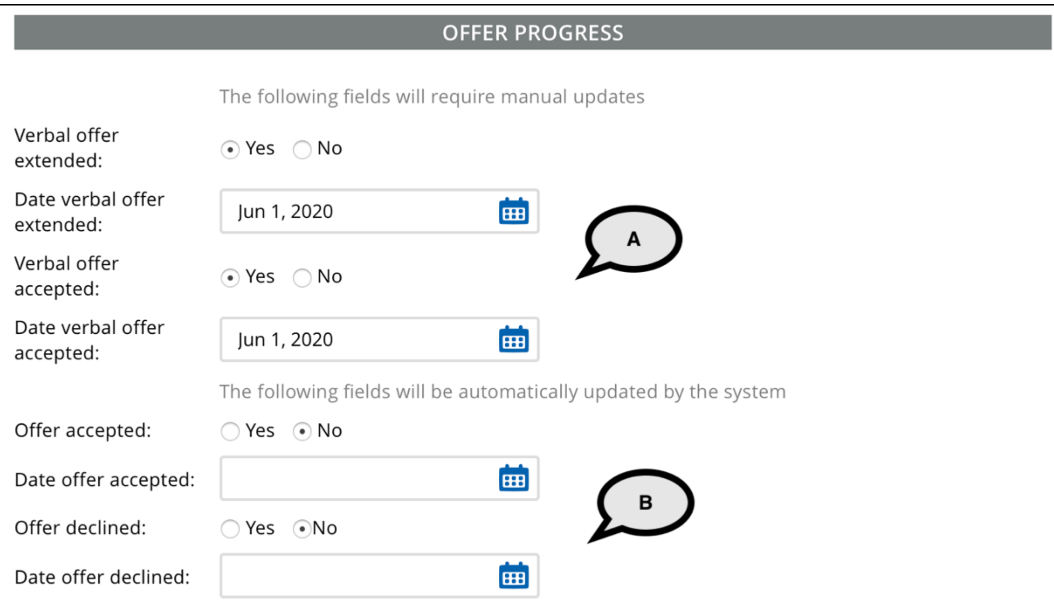

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Submit the offer information

No other sections of the offer card need to be completed for Staff & MPP recruitments.
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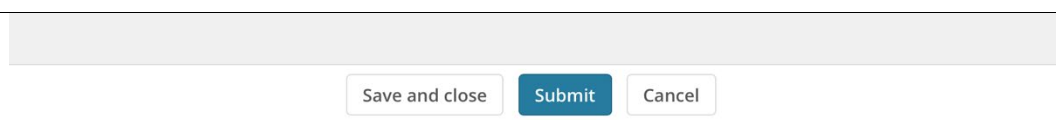

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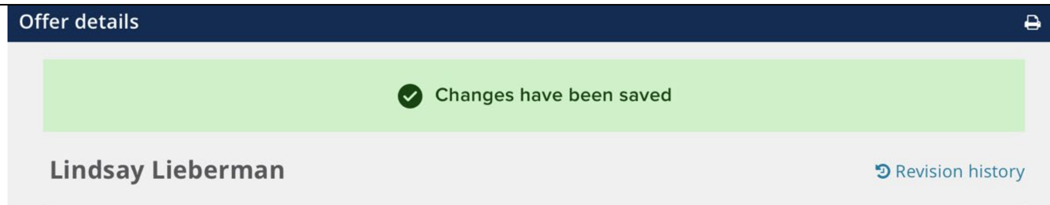
14. Click Submit to send the offer to the candidate	
You will receive confirmation that your offer card has been saved 15. Scroll to the bottom of the window then click Save and Close to close the offer card.	

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.

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View the offer

1. The candidate will see a highlighted box with a link to view the offer (A)

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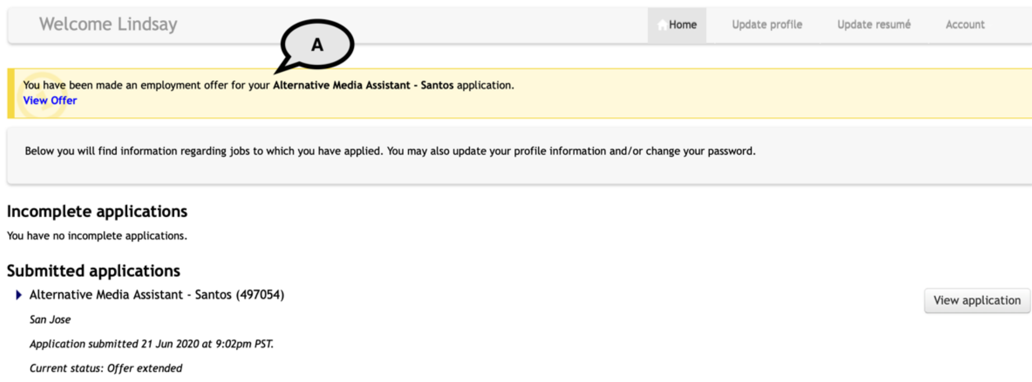

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Accept the offer

2. The candidate must push the I AGREE button (A)

Once they agree to the offer, if applicable they will be prompted to complete the Base New Hire Data Form.

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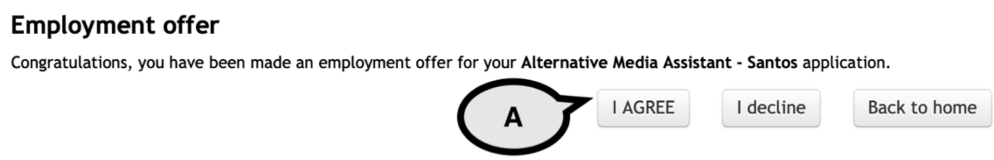

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The application status is updated once the offer is accepted and the base form is completed. (A)

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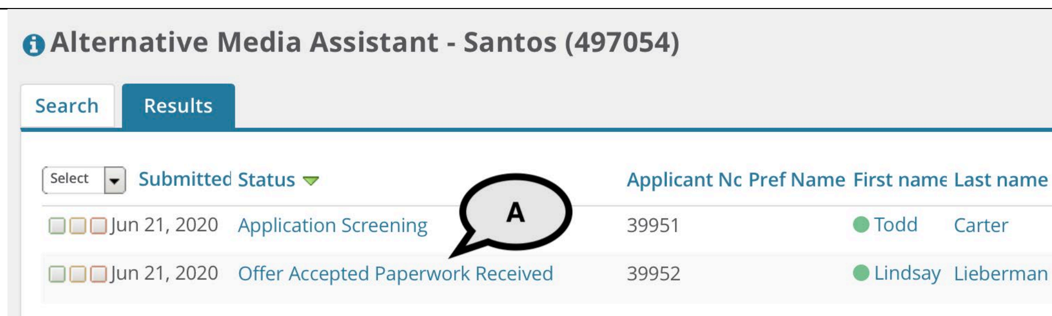

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