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Introduction

Once the verbal offer is accepted, the offer letter will be prepared outside of CHRS. Offers for Faculty positions will be prepared and extended at the college or department level; please confirm the process with your College/HR Contact. The final approved letter will be forwarded to the candidate for review and signature via DocuSign. For more information about this process, contact Faculty Services. Once the letter is signed and the background check is clear, the final offer will be prepared and extended in CHRS Recruiting.

Background Check, Offer Letter Preparation, Approval and Signature

The background check and offer letter preparation may begin. Once the background check is cleared, the offer letter may be created in CHRS Recruiting and the approvals and signatures of the offer letter is handled outside of the CHRS Recruiting system. The final signed document will need to be uploaded back into CHRS Recruiting.

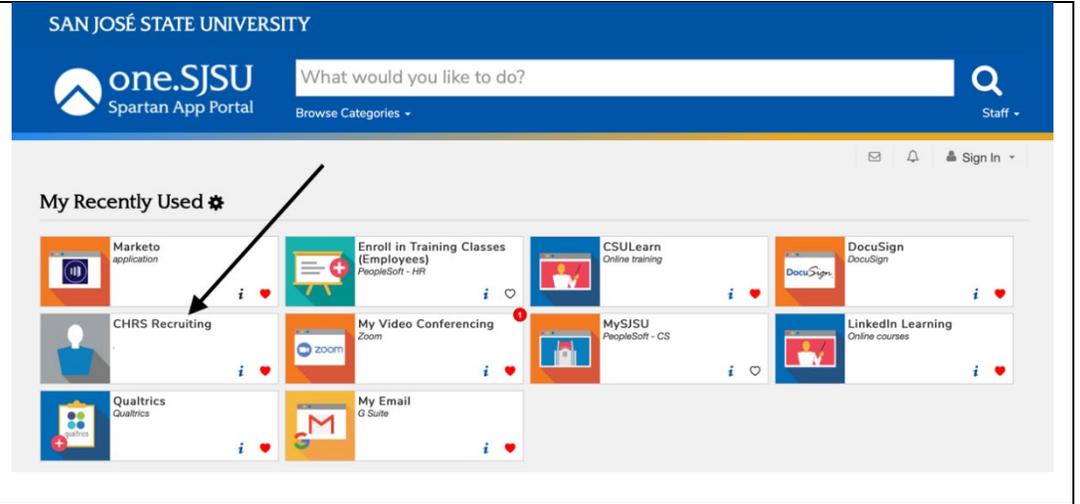
1. Move candidate to the "Background Check Initiated" status in CHRS Recruiting. Refer to [Initiate and Manage Background Checks – Faculty](#) for guidance.
 - a. Please note, certain positions require LiveScan fingerprinting.
2. Move applicant to "Prepare Offer and Upload Transcripts". Edit the downloaded offer letter and forward to the appropriate individuals for approval. This process typically happens through DocuSign.
 - a. Please note: For all Lecturer positions, you must include James Lee, Senior Director, Faculty Services, first in the approval process, then the Dean and then the candidate.
3. Once the letter is signed and the background check is cleared, upload the signed offer in CHRS Recruiting, create the bulk compile file, and extend the final offer to the candidate via CHRS Recruiting.

Background Check

Log into CHRS Recruiting

1. Navigate to one.SJSU
2. Search for or click the CHRS Recruiting tile

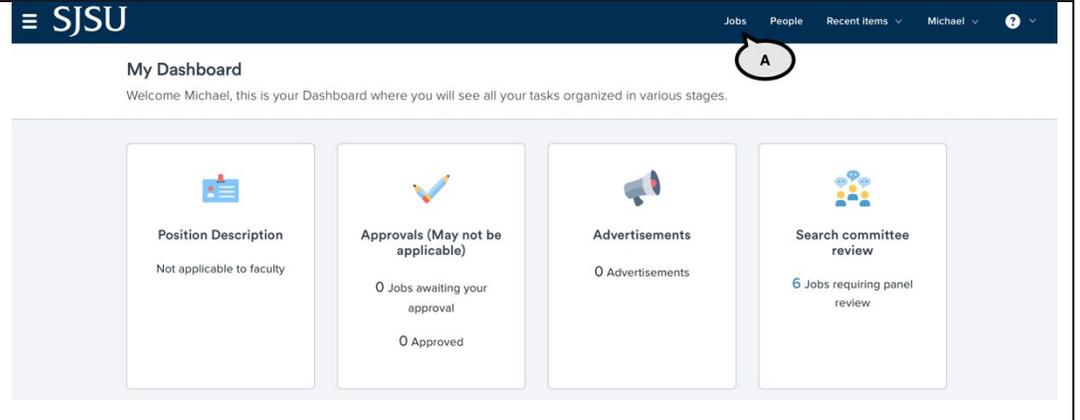
User your SJSUOne ID and password to log in



The Tiled Dashboard is Displayed

Please note, depending on your role the dashboard will look different.

From the tiled dashboard, click Jobs (A)



Select the Applications for the Job

Click the hyperlinked number (A) of applications for the job for which you wish to make an offer

Status:

Types:

[Show other search criteria](#)

Job No.	Date created	User	Title	Campus	Department	Status	Applications
496927	Jun 2, 2020	AD	Admin Support Coord 12 Mo - Broberg	San Jose	CPGE Financial	Approved	3
496932	Jun 2, 2020	AD	Administrative Services Coord. - Sordi	San Jose	CPGE Central At	Approved	4
496995	Jun 10, 2020	AD	Associate Director of Marketing and Communicati	San Jose	CPGE Marketing	Interview	2
497021	Jun 16, 2020	AD	Admissions Coordinator-SHUKLA Training	San Jose	CPGE Central At	Interview	2
497110	Jun 26, 2020	CM	Associate Professor - Moh	San Jose	Computer Scier	Approved	3

The List Dashboard is Displayed

1. Change the View to Approved Jobs by clicking the appropriate circle (A)
2. Click the hyperlinked number of applications next to the icon of the appropriate job (B); if the candidate has already been moved to Prepare Offer you can click the hyperlink underneath the job title (C)

Whether you navigate from the Tiled or List Dashboard, the list of applicants is displayed

Click the Status of the candidate for which you wish to extend an offer (A)

TEST - Faculty PT Pool (Julia's Test job) (497139)

Search Results

Page	Submitted	Status	Applicant No	Pref Name	First name	Last name
	Nov 17, 2021	Phone/Video Interview Successful (DO NOT SEL)	177100		Dory	Tow
	Nov 17, 2021	New Application	177099		Fig	Newton
	Nov 29, 2021	Phone/Video Interview Successful (DO NOT SEL)	177132		Hash	Brown
		Incomplete	177131	Hyer	Hyer	Mi
		Incomplete	177098	Iwana	Iwana	Job

Callout 'A' points to the 'New Application' status for applicant Fig Newton.

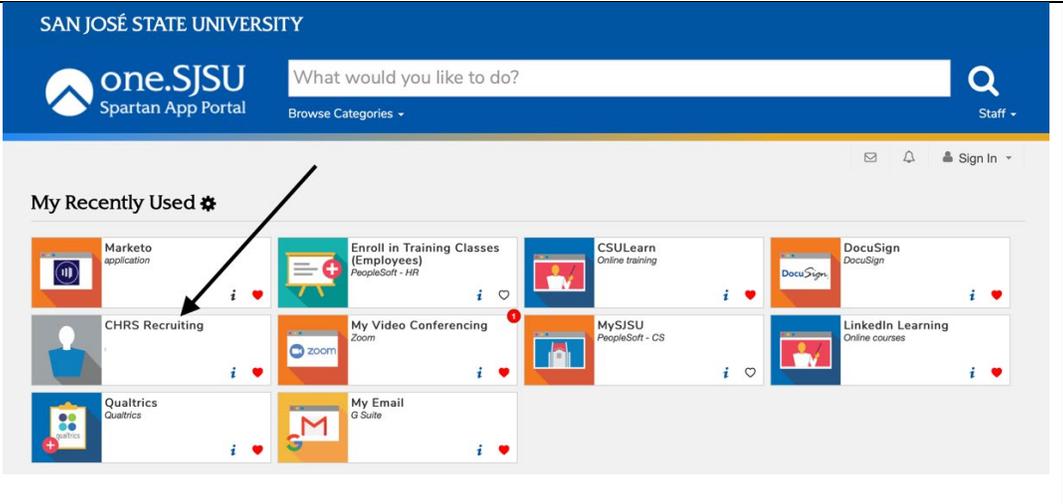
Background Check

1. Please refer to [Initiate and Manage Background Checks - Faculty](#)

Prepare the Offer

Log into CHRS Recruiting

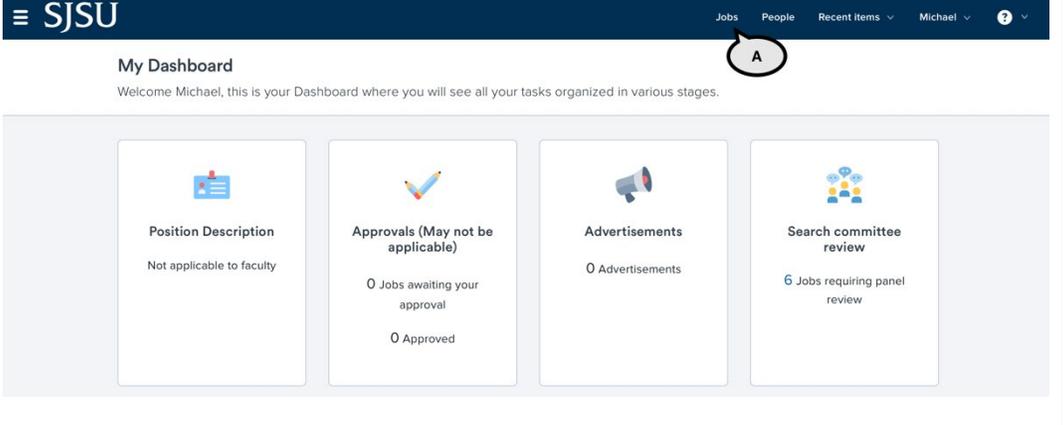
- Navigate to one.SJSU
- Search for or click the CHRS Recruiting tile
- User your SJSUOne ID and password to log in



The Tiled Dashboard is Displayed

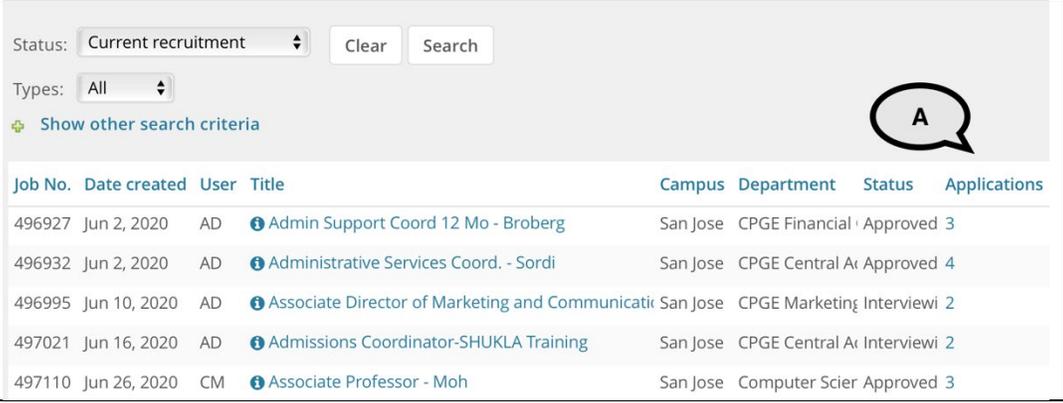
Please note, depending on your role the dashboard will look different.

- From the tiled dashboard, click Jobs (A)



Select the Applications for the Job

- Click the hyperlinked number (A) of applications for the job for which you wish to make an offer



The List Dashboard is Displayed

- Change the View to Approved Jobs by clicking the appropriate circle (A)
- Click the hyperlinked number of applications next to the icon of the appropriate job (B); if the candidate has already been moved to Prepare Offer you can click the hyperlink underneath the job title (C)

Whether you navigate from the Tiled or List Dashboard, the list of applicants is displayed

- Click the Status of the candidate for which you wish to extend an offer (A)

Submitted Status	Applicant No	Pref Name	First name	Last name
New Application	40055	Tester	Testy	
On Campus Interview Successful	40056	Sparty	Spartan	
Phone/Video Interview Unsuccessful	39967	Adi	Alsaid	
Prepare Offer and Upload Transcripts	39968	Christine	Son	

Move the Candidate to the Prepare Offer and Upload Transcripts status

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

Change application status

- Phone/Video Interview Invite
- Phone/Video Interview Accepted
- Phone/Video Interview Declined
- Phone/Video Interview Evaluation Summary
- Phone/Video Interview Successful (Send: RC&BR Form)
- Phone/Video Interview Successful (DO NOT SELECT-Completed: RC&BR Form)
- Phone/Video Interview Unsuccessful
- On Campus Interview Invite
- On Campus Invite Accepted
- On Campus Invite Declined
- On Campus Interview Evaluation Summary
- On Campus Interview Successful
- On Campus Interview Unsuccessful
- Background Check Initiated outside of CHRS Recruiting
- Background Check Initiated in CHRS Recruiting
- Background Check Pending Processing - DO NOT SELECT-SYSTEM STATUS ONLY
- Background Check Pending Adjudication - DO NOT SELECT-SYSTEM STATUS ONLY
- Background Check Unsuccessful
- Prepare Offer and Upload Transcripts**
- Formal Offer Extended
- Formal Offer Accepted-DO NOT SELECT-SYSTEM STATUS ONLY
- Offer Accepted Paperwork Received-DO NOT SELECT-SYSTEM STATUS ONLY
- Formal Offer Declined
- Job Closing Communication
- Offer Rescinded
- Recruitment Cancelled

Submit Next > Cancel

Confirm the status change

- No communication will be sent to the candidate at this step (A)
- If applicable, open the Additional users section and prepare the email (B)
- If prompted to change the job status for a tenured/tenure-track/FT temp recruitment, select Yes (C); DO NOT CHANGE THIS FOR PT TEMP RECRUITMENTS
- Click Move now (D)

Confirm status change

You are about to move Sparty Spartan to a different status:

From status: On Campus Interview Successful
To status: Prepare Offer and Upload Transcripts

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:

Update job status from Approved to Offer: Yes No (C)

Move now (D) Cancel

The Offer details window opens: Verify the Personal Details

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

Offer details

Sparty Spartan

Personal details (A)

Address: California United States Phone:
E-mail: sjsu.hrtest+987654321@gmail.com
Applicant No: 40056
[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.

Save and close **Submit** **Cancel**

Verify the Job and Offer Details

3. Review the Job details (A)
4. Review the offer details (B)
5. 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 Salary Range/Grade in the Budget Details section.

Offer details 🔒

Job details

CSU Working Title:	Assistant Professor - Steyer.	
Position Type:	Instructional Faculty - Tenured/Tenure-Track	
Campus:	San Jose	
Division:	Academic Affairs	
College/Program:	CPGE-Professional & Global Ed	
Department:	Applied Data Science - 1628	
Time Basis:	Full Time	

Offer details

Approval status:	Pending	
Recruiter:	Carrie Medders	
Date entered:	Jul 4, 2020, 11:56 am	
Application source:	Internet - Diversity Jobs Edit	

Positions:

Position no	Type:	Applicant	Application status
<input type="radio"/> Assistant Professor Position no: SJ-00013759	New	-	-

Save and close Submit Cancel

- Verify and update the Position Details**
- Verify the job code and hiring type (A)
 - Enter the Start date; enter the Probation End Date (B)
 - Verify the FTE and Hours Per Week; verify or select the FLSA Status (all faculty are exempt) (C)
 - Verify the Mandated Reporter and Conflict of Interest data (D)

Offer details

POSITION DETAILS

Job Code/Employee Class: Instr Fac AY   

Job Code: 2360

Hiring Type: Probationary

Start date:*  

End date if applicable:  

Probation End Date: 

FTE: 1.000000 

Hours Per Week: 40.00 

FLSA Status: Select

Union: Select

Union Language:

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

NCAA: Yes No

Sensitive Position: Select

Conflict of Interest: None

Concurrent Hire: Yes No

Rehired Annuitant: Yes No

- Verify the Budget Details**
- Ensure the Pay Plan is selected (AY for most faculty; some may be 12-months) (A)
 - 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: AY 

Pay Plan Months Off:

Salary Range/Grade:* 2360-ASSISTANT PROFESSOR-Gr2   

Minimum: \$ 5,046.00
Maximum: \$ 11,197.00
Pay Frequency:

Anticipated Hiring Range:

Maximum budgeted amount:

Update the Salary and Compensation information

10. Enter the Base Pay Rate (A)
 11. Select Monthly as the Unit basis (B)
 12. Enter the Annual salary (C)

If you are planning to offer relocation or other supplementary compensation, you may key those values here. They can also be added on the letter.

Please note, you do not need to enter or select anything in the Benefits Eligibility section.

SALARY and COMPENSATION

Base Pay Rate:* (A)

Unit basis:* (B)

Monthly Pay:

Annual salary: (C)

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:

Complete the Faculty/R03 Details

13. Select the Rank for Tenured/Tenure-Track recruitments (A)

Offer details

FACULTY / R03 DETAILS

Rank: (A)

Service Credit:

Start Up Amount:

Duration of Start Up Funds:

Assigned/Release Time (in terms of WTU's):

Duration of Assigned/Released WTU:

Contingent annual salary:

Enter the Education and License information

14. Use the 9.0 Major, Institute and License/Certification codes file to complete this section (A)
15. Select the candidate's Highest Level of Education (B)
16. Select the candidate's Degree Type (C)
17. Select whether the candidate's degree is the Terminal Degree for Discipline (D)
18. Enter the Date of Completion of the degree (E)
19. Enter the Major Code for the degree; do not enter the name of the degree (F) – if the major code is not in the list, enter in 9999
20. Enter the Institute Code where the degree was earned; do not enter the name of the institute (G) – if the institution where the degree was earned is not in the list, use 888888 for other US institution or 999999 for international institution

EDUCATION and LICENSE VERIFICATION

Please note that you must use the appropriate reference workbook to enter the correct Major, Institute and/or License/Certification code(s) in this section for the data to correctly integrate to PeopleSoft. Each workbook has multiple worksheets. Copy the code from the corresponding workbook and worksheet.

PeopleSoft 9.0 Campuses, use the following:

- [PS 9.0 Major, Institute and License/Certification codes](#) 
- 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](#).

CHRS (PeopleSoft 9.2) Campuses, use the following:

- [CHRS PS 9.2 Major, Institute and License/Certification codes](#) 

Highest Level of Education: 

Degree Type: 

Terminal Degree for Discipline: Yes No 

Date of Completion: 

Major Code: 

Institute Code: 

License/Certification Code: 

License/Certification Number: 

License/Certification Expiry Date: 

- 21. When applicable, enter the License or Certification Code for the candidate (H)
- 22. Enter the number of the license or certificate (I)
- 23. 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).

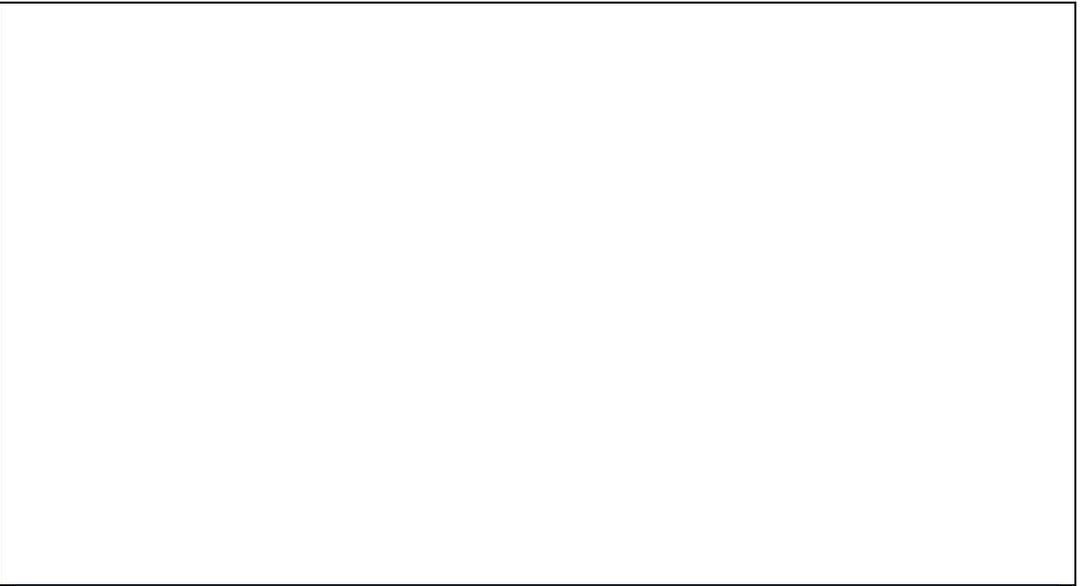
Before completing the Onboarding section, please review the [Offer Card Guidance](#) job aid.

24. Select the Offer Type (B)
25. Select the Pay Group (C); for AY faculty, this should be ACD; for 12-month faculty, this should be MST
26. Select SJ as the Offer Approval Type (D)
27. Select Base New Employee Data Form_V2020 as the Onboarding Form (E); this is not required for current employees
28. Select SJ Onboarding Portal as the Onboarding Portal (F); this is not required for current employees
29. Select the correct Onboarding workflow (G); this is not required for current employees
30. Verify the Reports To information and update if necessary (H); this person will be responsible for the onboarding of the employee

EMPLOYMENT CHECKS	
PRE-EMPLOYMENT CHECKS	
Background Check:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Background Check Codes:	Select A
Pre-placement physical:	<input type="radio"/> Yes <input checked="" type="radio"/> No
ONBOARDING	
OfferType:*	Hire B
Pay Group:*	Academic Calendar (ACD) C
Offer Approval Type:*	SJ D
Onboarding Form:	Base New Employee Data Form_V2020 E
Onboarding Portal:	SJ Onboarding Portal F
Onboarding workflow:	SJ-CFA PT Temp Onboarding Workflow G
Reports To:*	Carrie Medders H Email address: carrie.medders@sjsu.edu
Onboarding Delegate 1:	Julia Chan I Email address: julia.chan@sjsu.edu
Onboarding Delegate 2:	Lisa Chen J Email address: lisa.x.chen@sjsu.edu
Onboarding Delegate 3:	Remie Bontrager K Email address: remie.bontrager@sjsu.edu

31. If someone else will manage the employee's onboarding processes, enter them as the Onboarding delegate(s) (I,J,K)

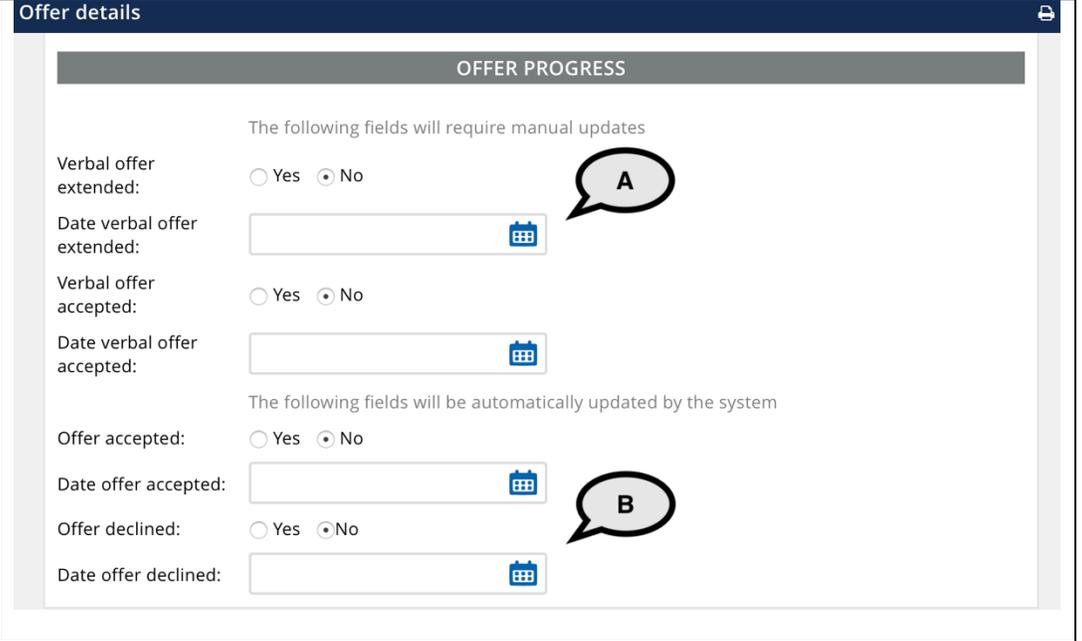
Please note, if you change the Reports To information it will not feed to PeopleSoft. You must submit a [Position Management Action Form](#) to update the position.



Enter Verbal Offer information if desired

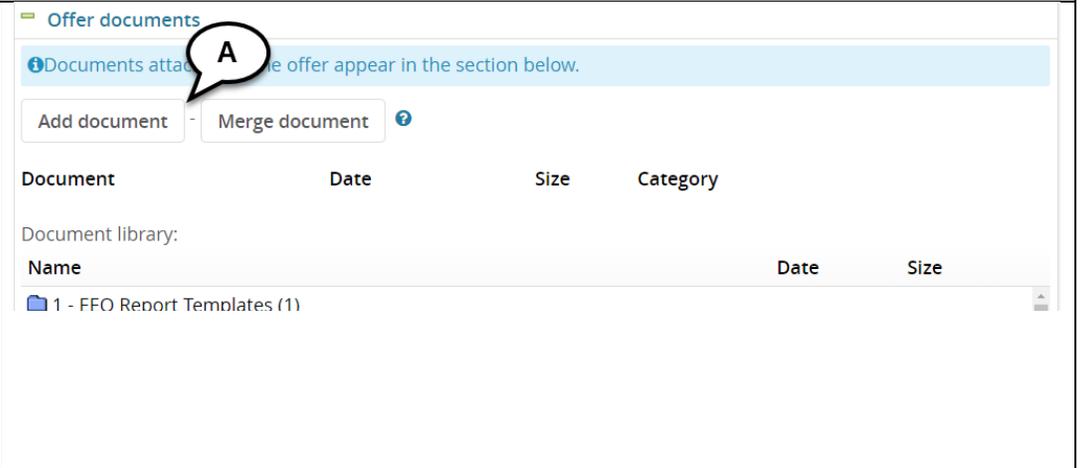
32. The Verbal Offer information is optional but may be entered if you wish to track the information (A)

33. The date the candidate accepts or declines the offer will be updated by the system (B)



Manage the Offer documents

34. If you have the required transcripts or other documents for the candidate, you may click Add document to upload them here (A); they can be uploaded later if need be



<p>Submit the offer card</p> <p>35. The Offer Check section is not used (A)</p> <p>36. Confirm that your name is in the Originator field (B)</p> <p>37. The Approval process-Campus is not used (C)</p> <p>38. Do not change the application status radio button (D)</p> <p>39. The Provisioning section is not used (E)</p> <p>40. Click Submit (F)</p>	<p>The screenshot shows a web form for submitting an offer card. It is divided into several sections: <ul style="list-style-type: none"> Offer Check: Contains two dropdown menus for 'Add a check group' and 'Add a check type', each with an 'Add' button. Callout A points to this section. Approval process - Campus: Contains an 'Originator*' field with 'Carrie Medders' and a search icon. Below it is an 'Email address' field with 'sjsu.hrtest@gmail.com'. There is also an 'Approval process - Campus' dropdown menu set to 'None'. Callout B points to the Originator field, and callout C points to the email address field. Application status: Contains two radio buttons: 'Update application status following offer: <input type="radio"/> Yes <input checked="" type="radio"/> No'. Callout D points to the 'No' radio button. Provisioning: Contains a text prompt: 'Click the 'add' button below to add a provisioning item'. Callout E points to this section. Buttons: At the bottom are 'Save and close', 'Submit', and 'Cancel' buttons. Callout F points to the 'Submit' button. </p>
<p>You will receive confirmation that your offer card has been saved</p> <p>41. Scroll to the bottom of the window then click Save and Close to close the offer card.</p>	<p>The screenshot shows the 'Offer details' page. At the top, there is a dark blue header with the text 'Offer details' and a refresh icon. Below the header is a large green banner with a checkmark icon and the text 'Changes have been saved'. Underneath the banner, the name 'Spartan Spartan' is displayed, and to the right is a link for 'Revision history'.</p>

Upload the Signed Offer Letter and Extend the Offer

The majority of this process is for all types of faculty recruitments. The necessary paperwork for a Tenured/Tenure-Track/Full-time Temp Faculty recruitment will be compiled and filed by the Faculty Services Recruiter.

<p>Navigate to the list of applicants</p>	<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>Jun 25, 2020 New Application</td> <td>40055</td> <td>Tester</td> <td>Testy</td> <td></td> </tr> <tr> <td>Jun 21, 2020 Phone/Video Interview Unsuccessful</td> <td>39967</td> <td>Adi</td> <td>Alsaid</td> <td></td> </tr> <tr> <td>Jun 21, 2020 Prepare Offer and Upload Transcripts</td> <td>40056</td> <td>Christine</td> <td>Son</td> <td></td> </tr> <tr> <td>Jun 25, 2020 Prepare Offer and Upload Transcripts</td> <td>40056</td> <td>Sparty</td> <td>Spartan</td> <td></td> </tr> </tbody> </table>	Submitted Status	Applicant No	Pref Name	First name	Last name	Jun 25, 2020 New Application	40055	Tester	Testy		Jun 21, 2020 Phone/Video Interview Unsuccessful	39967	Adi	Alsaid		Jun 21, 2020 Prepare Offer and Upload Transcripts	40056	Christine	Son		Jun 25, 2020 Prepare Offer and Upload Transcripts	40056	Sparty	Spartan	
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Jun 21, 2020 Prepare Offer and Upload Transcripts	40056	Christine	Son																							
Jun 25, 2020 Prepare Offer and Upload Transcripts	40056	Sparty	Spartan																							
<p>Move the candidate to the new status</p> <ol style="list-style-type: none"> 1. Select Formal Offer Extended from the status list (A) 2. Click Next (B) 	<p>Change application status</p> <ul style="list-style-type: none"> Phone/Video Interview Invite Phone/Video Interview Accepted Phone/Video Interview Declined Phone/Video Interview Evaluation Summary Phone/Video Interview Successful (Send: RC&BR Form) Phone/Video Interview Successful (DO NOT SELECT-Completed: RC&BR Form) Phone/Video Interview Unsuccessful On Campus Interview Invite On Campus Invite Accepted On Campus Invite Declined On Campus Interview Evaluation Summary On Campus Interview Successful On Campus Interview Unsuccessful Background Check Initiated outside of CHRS Recruiting Background Check Initiated in CHRS Recruiting Background Check Pending Processing - DO NOT SELECT - SYSTEM STATUS ONLY Background Check Pending Adjudication - DO NOT SELECT - SYSTEM STATUS ONLY Background Check Unsuccessful Prepare Offer and Upload Transcripts Formal Offer Extended (A) Formal Offer Accepted-DO NOT SELECT-SYSTEM STATUS ONLY Offer Accepted Paperwork Received-DO NOT SELECT-SYSTEM STATUS ONLY Formal Offer Declined Job Closing Communication Offer Rescinded Recruitment Cancelled <p>Submit Next > (B) Cancel</p>																									

Confirm the status change and notify the candidate

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).

1. Review the email and update if necessary (C)
2. Click Move Now (D)

Please note: If prompted to change the job status for a tenured/tenure-track/FT temp recruitment, select Yes (C); DO NOT CHANGE THIS FOR PT TEMP RECRUITMENTS.

Confirm status change

! Your offer has not been approved. Are you sure you want to proceed with the status change?

You are about to move Sparty Spartan to a different status:

From status: Background Check Successful
To status: Formal Offer Extended

Communication template: -- No template --

i Upon moving into this status, the applicant will have the ability to approve or decline an employment offer for this job.
On approving the offer, the applicant will be required to complete the Base New Employee Data Form form.

E-mail: Applicant: Yes No

From:* up-donotreply@sjsu.edu
Subject:* SJSU Offer of Employment

Message: Merge fields

B I U S [Rich Text Editor Icons] Formats [A] [A] [Link] [Table] [Text] [?]

SJSU SAN JOSÉ STATE UNIVERSITY

Dear Sparty Spartan,
Congratulations! An offer letter has been extended to you. Please go to the SJSU Careers Page and log into the Applicant Portal (Add link). The offer letter will be available for your review to accept or decline.

Thank you,
Academic Affairs Recruitment Committee
San José State University

Move now Cancel

The Offer Card displays

Offer details

✓ Changes have been saved

Sparty Spartan Revision history

Scroll to the Offer documents section

3. Click Add document to upload the signed offer letter (A)

Please note, if you did not upload transcripts when the offer was prepared, you should upload them now.

Offer documents

i Documents attached to this offer appear in the section below.

Add document Merge document

Document	Date	Size	Category
Document library:			
Name	Date	Size	
1 - FFO Report Templates (1)			

Upload the signed offer letter

1. Click Upload file to find the document (A)
2. Select Offer Letter - Non Confidential for the Document category (B)
3. Give the document a title if desired (C)
4. Click Save and close (D)

Upload a new document

File:* (A)

Document category:*
Offer Letter - Non Confidential (B)

Title: S Spartan Signed Offer Let (C)

(D)

The offer letter appears in the Offer documents section (A)

Offer documents

Documents attached to the offer appear in the section below.

-

Document	Date	Size	Category
S Spartan Signed Offer Letter (A)	Jul 4, 2020	351Kb	Offer Letter - Non Confidential

[View](#) [Delete](#)

Submit the offer card (A)

Application documents

Documents uploaded by the applicant are displayed in blue.
Documents belonging to a different application are marked with an asterisk (*).

Title	Size	Category
SJ-TT Faculty Offer Letter	347Kb	Offer Letter - Non Confidential

Page 1 of 1 Records 1 to 1 of 1

(A)

The application status has been updated (A)

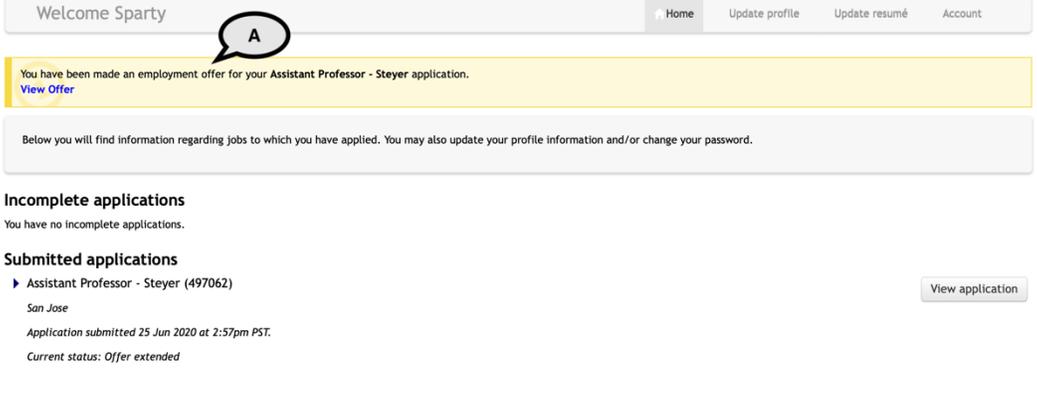
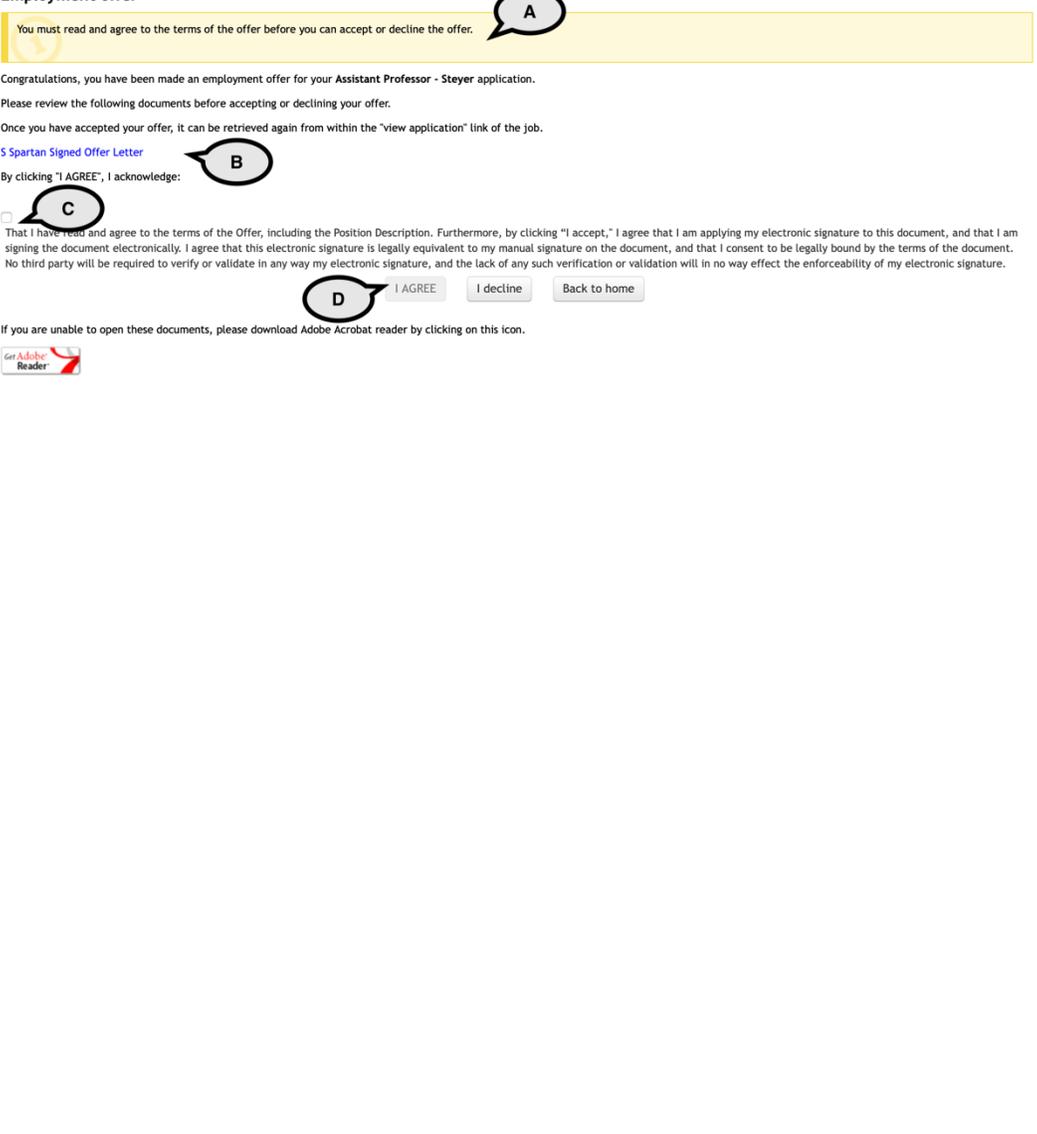
Assistant Professor - Steyer (497062)

Search Results

Select	Submitted Status	Applicant Nc	Pref Name	First name	Last name
<input type="checkbox"/>	Jun 25, 2020 Formal Offer Extended (A)	40056	Sparty	Spartan	
<input type="checkbox"/>	Jun 25, 2020 New Application	40055	Tester	Testy	
<input type="checkbox"/>	Jun 21, 2020 Phone/Video Interview Unsuccessful	39967	Adi	Alsaid	
<input type="checkbox"/>	Jun 21, 2020 Prepare Offer and Upload Transcripts	39968	Christine	Son	

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> <ol style="list-style-type: none"> The candidate will see a highlighted box with a link to view the offer (A) 	 <p>Welcome Sparty Home Update profile Update resumé Account</p> <p>You have been made an employment offer for your Assistant Professor - Steyer 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"> Assistant Professor - Steyer (497062) View application <ul style="list-style-type: none"> San Jose Application submitted 25 Jun 2020 at 2:57pm PST. Current status: Offer extended
<p>Accept the offer</p> <ol style="list-style-type: none"> The candidate sees a message letting them know they are required to view the letter to accept the offer (A) The candidate clicks the link to download the offer letter (B) The candidate must check that they agree to the terms of the offer (C) The candidate must push the I AGREE button; it will display once the letter is downloaded AND the checkbox is checked (D) <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>You must read and agree to the terms of the offer before you can accept or decline the offer.</p> <p>Congratulations, you have been made an employment offer for your Assistant Professor - Steyer application. Please review the following documents before accepting or declining your offer.</p> <p>Once you have accepted your offer, it can be retrieved again from within the "view application" link of the job.</p> <p>Spartan Signed Offer Letter</p> <p>By clicking "I AGREE", I acknowledge:</p> <p><input type="checkbox"/> That I have read and agree to the terms of the Offer, including the Position Description. Furthermore, by clicking "I accept," I agree that I am applying my electronic signature to this document, and that I am signing the document electronically. I agree that this electronic signature is legally equivalent to my manual signature on the document, and that I consent to be legally bound by the terms of the document. No third party will be required to verify or validate in any way my electronic signature, and the lack of any such verification or validation will in no way effect the enforceability of my electronic signature.</p> <p><input checked="" type="checkbox"/> I AGREE <input type="button" value="I decline"/> <input type="button" value="Back to home"/></p> <p>If you are unable to open these documents, please download Adobe Acrobat reader by clicking on this icon.</p> <p>Get Adobe Reader</p>

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

Please note, for current employees who do not complete the Base New Hire Data Form, this status will be updated when they accept the offer.

Assistant Professor - Steyer (497062)

Search Results

Select	Submitted Status	Applicant Nc	Pref Name	First name	Last name
<input type="checkbox"/>	Jun 25, 2020 New Application	40055	Tester	Testy	
<input type="checkbox"/>	Jun 25, 2020 Offer Accepted Paperwork Received	40056	Sparty	Spartan	
<input type="checkbox"/>	Jun 21, 2020 Phone/Video Interview Unsuccessful	39967	Adi	Alsaid	
<input type="checkbox"/>	Jun 21, 2020 Prepare Offer and Upload Transcripts	39968	Christine	Son	

Integration process begins.

6. Let your college analyst that your applicant is ready for PS integration. This is when the Personal Data and POI data will be created for new employees or updated for returning employees.

