The Offer Process - Staff Hiring

Overview: This job aid guides hiring managers and Requisition Administrators through what happens after a finalist is selected: Creating and Sending an Offer Letter, Post Offer Acceptance and Onboarding.

When a candidate is moved to **Candidate Selected** status, the recruiter receives notification that a finalist has been chosen for the position. This notification will prompt the recruiter to initiate the **Skill Survey Reference Check** as well as generate a salary recommendation. (If the candidate is internal, an **Internal Reference Form** will be sent through iCIMS in lieu of the Skill Survey.)

As the Req Administrator, you will be able to track the progress of the finalist in iCIMS. There are two ways to track these steps in the process:

1 Check the **Candidates By Status** panel on the dashboard. Clicking on the status will give you the name of the candidate in that status and the associated requisition.

2 View the status of the candidate on the **People** tab within the requisition.
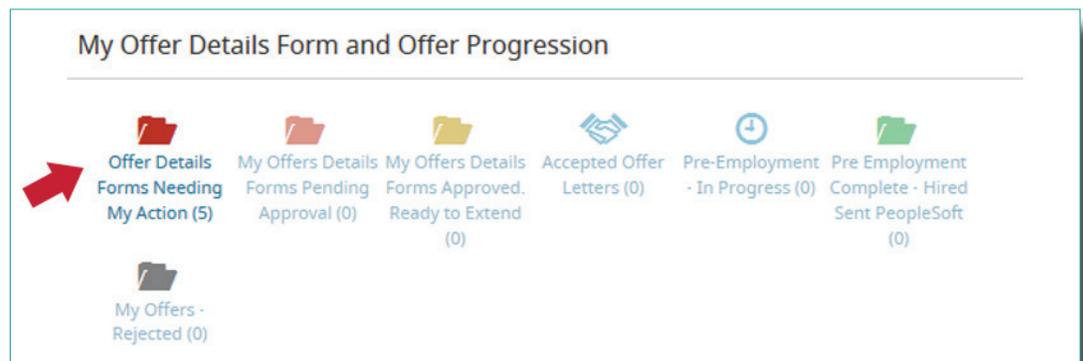
The Offer Details Form

The Offer Details Form is one form that combines the information that was formerly found on the Offer Approval and Hire Transfer Form in the Kenexa/Brassring system.

Once the department and the recruiter have determined the compensation amount, the recruiter will send the Req Administrator an email requesting that the **Offer Details Form** be completed.

The easiest way to access this form is by clicking on the link provided in the email.

The email reads:

EMORY UNIVERSITY

Dear Kim,

Using the link below, please complete the Offer Details Form for Lou Smith.

The finalized compensation rate for this candidate is: **$50,000**

Requisiton ID: 6662
Requisition:Administrative Coordinator
Offer Details iForm: Click to Complete

Failure to complete this form will result in delays in the hiring process.

Should you have any questions, please do not hesitate to contact me.

Thank you,

Mallory Crowe
mallory.l.crowe@emory.edu

Attachments:

If you experience difficulties opening an attachment, please select the option to "Save" the file to your Desktop and then open the file from there.
598_Lou_Smith_674_201802071055_Resume.doc

Another way to access the form is through your dashboard notification in the **My Offer Details Form and Offer Progression** panel.

My Offer Details Form and Offer Progression

Offer Details Forms Needing My Action (5) | My Offers Details Forms Pending Approval (0) | My Offers Details Forms Approved. Ready to Extend (0) | Accepted Offer Letters (0) | Pre-Employment - In Progress (0) | Pre Employment Complete - Hired Sent PeopleSoft (0)

My Offers - Rejected (0)

Completing the Offer Details Form

The **Additional Information** section contains new health and safety questions. Select your area from the drop down menu and answer the questions.

Extending the Offer

After the Req Administrator has completed the **Offer Details Form**, the recruiter will be notified. The recruiter will then route the **Offer Details Form** for approval.

The **Offer Details Form** must be approved by two key departmental decision makers. These can be the same as the approvers of the requisition.

Once the **Offer Details Form** has been approved, the recruiter will send an **email** notifying the Req Administrator that the offer has been approved and that the offer may be extended to the candidate.

The Offer Details form has been approved and the offer can be sent to Lou Smith for the position of Administrative Coordinator, 6662.

Thank you,

Mallory Crowe

mallory.l.crowe@emory.edu

Attachments:

If you experience difficulties opening an attachment, please select the option to "Save" the file to your Desktop and then open the file from there.
598_Lou_Smith_674_201802071055_Resume.doc

Creating & Sending the Offer Letter

In addition to the email notification, there will be a dashboard notification that the **Offer Details Form** has been approved and the offer is ready to extend.
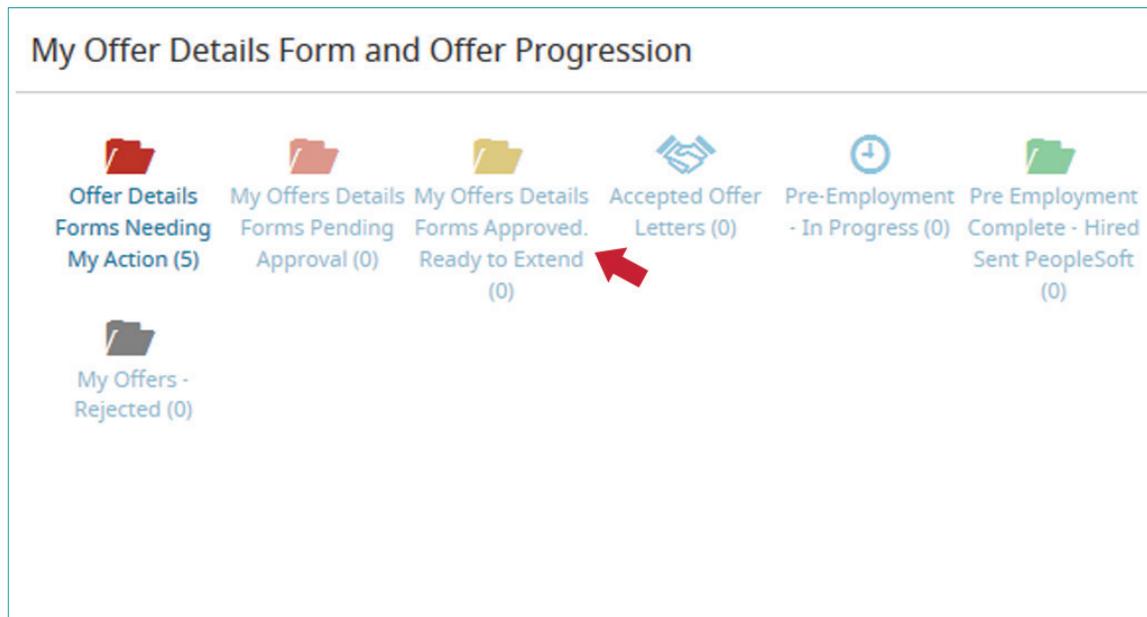

On the **People** tab in the requisition, use the green **Advance** button to move the candidate to **Send Offer and Confidential Data Form** status.
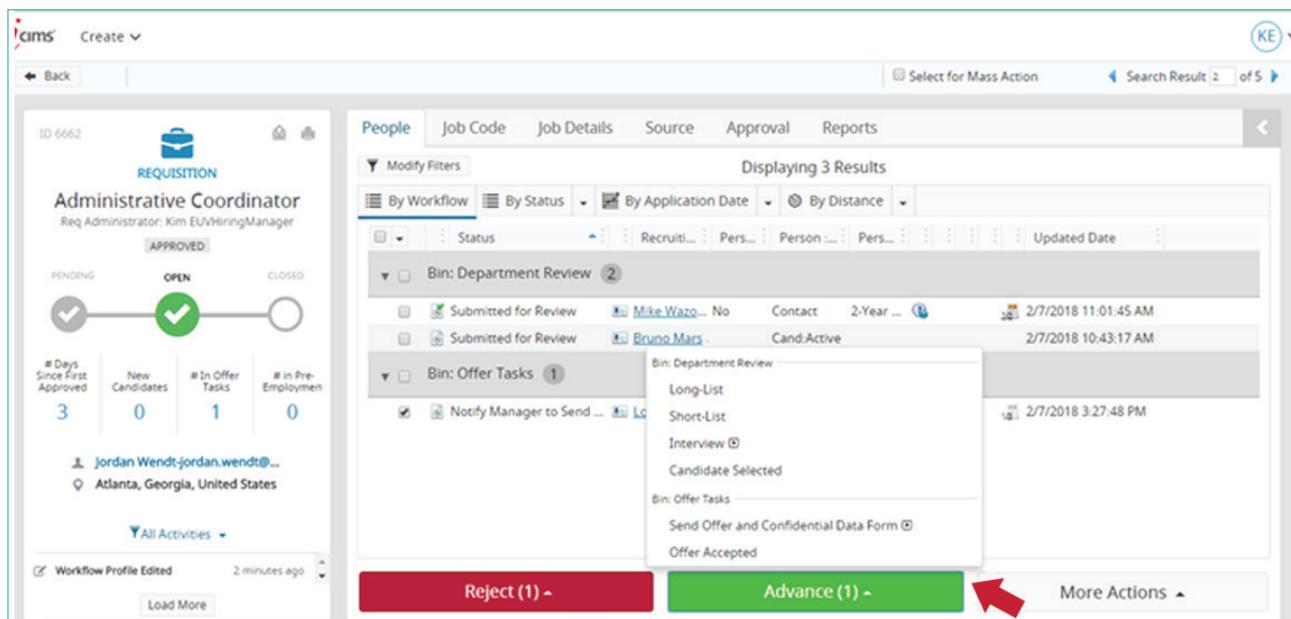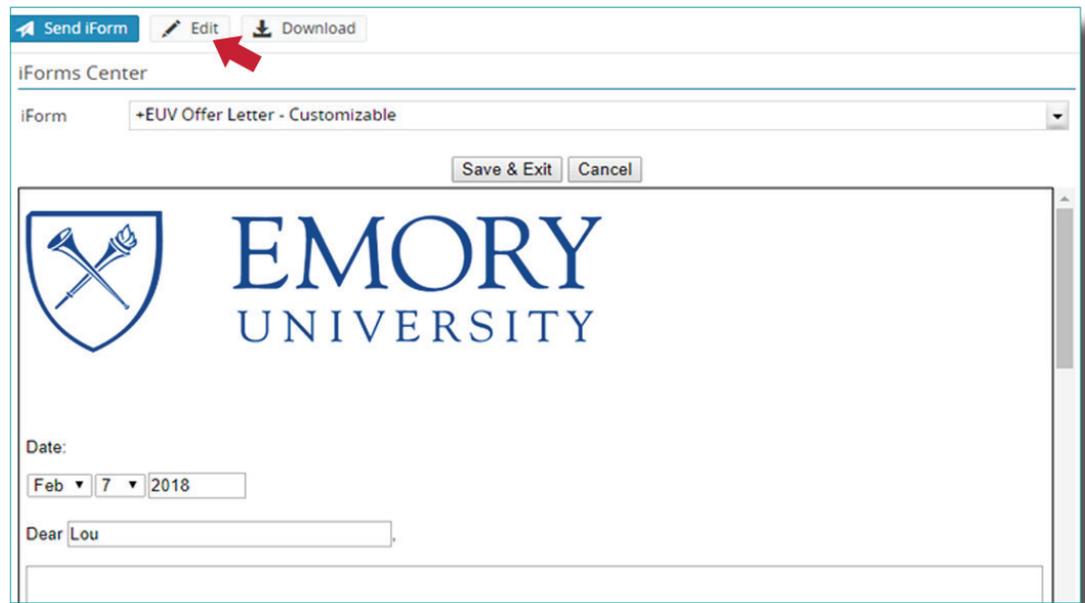
Choosing the Offer Letter

The **iForms Center** will pop up. Choose which **Offer Letter** you will send to the candidate. There are two options:

1. **Standard Offer Letter** – This offer letter requires minimal editing. Most custom information will pull from the requisition and the **Offer Details Form**. The Req Administrator may need to edit information that did not parse, or edit the parsed information for completeness.

2. **Customizable Offer Letter** – This offer letter pulls only the job title, department name, division, pay rate and pay frequency along with a contingency statement. Any additional information will need to be manually added.
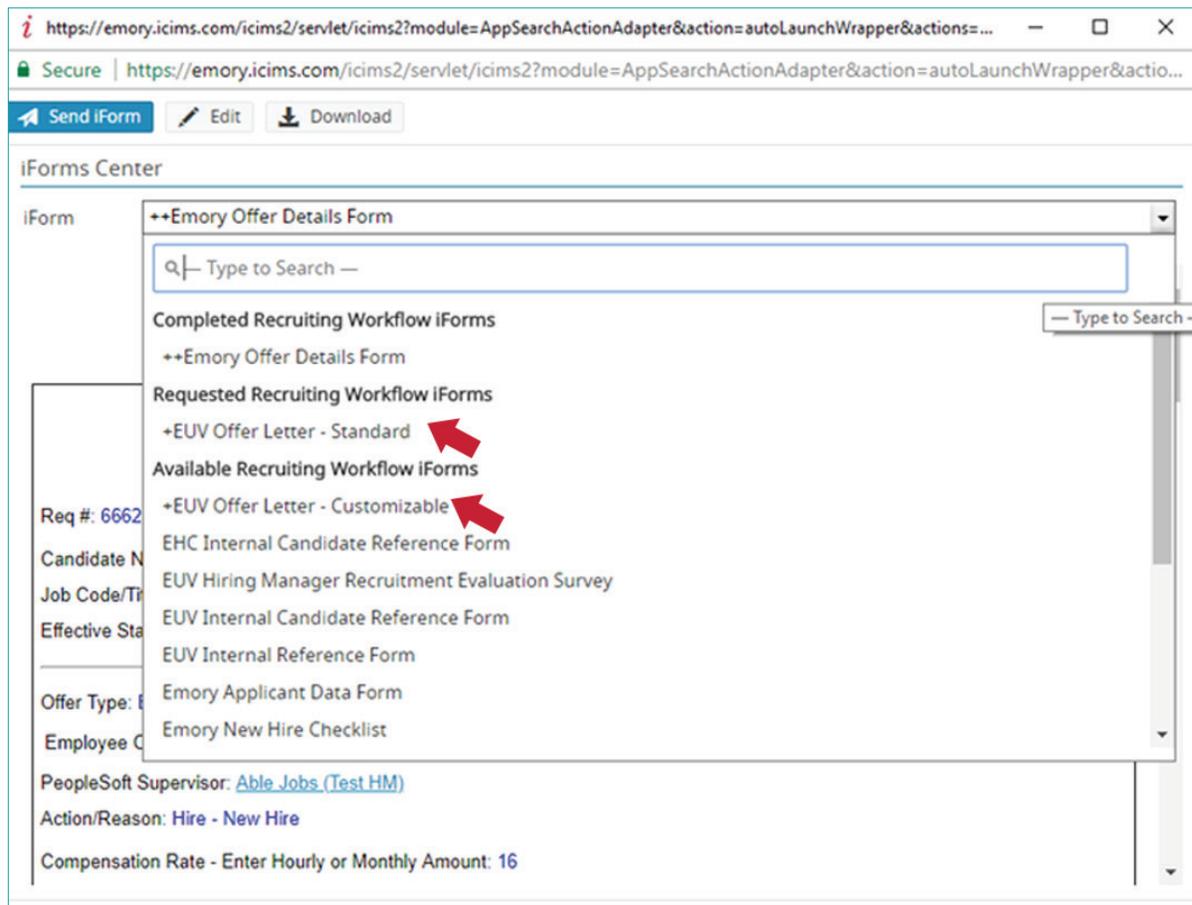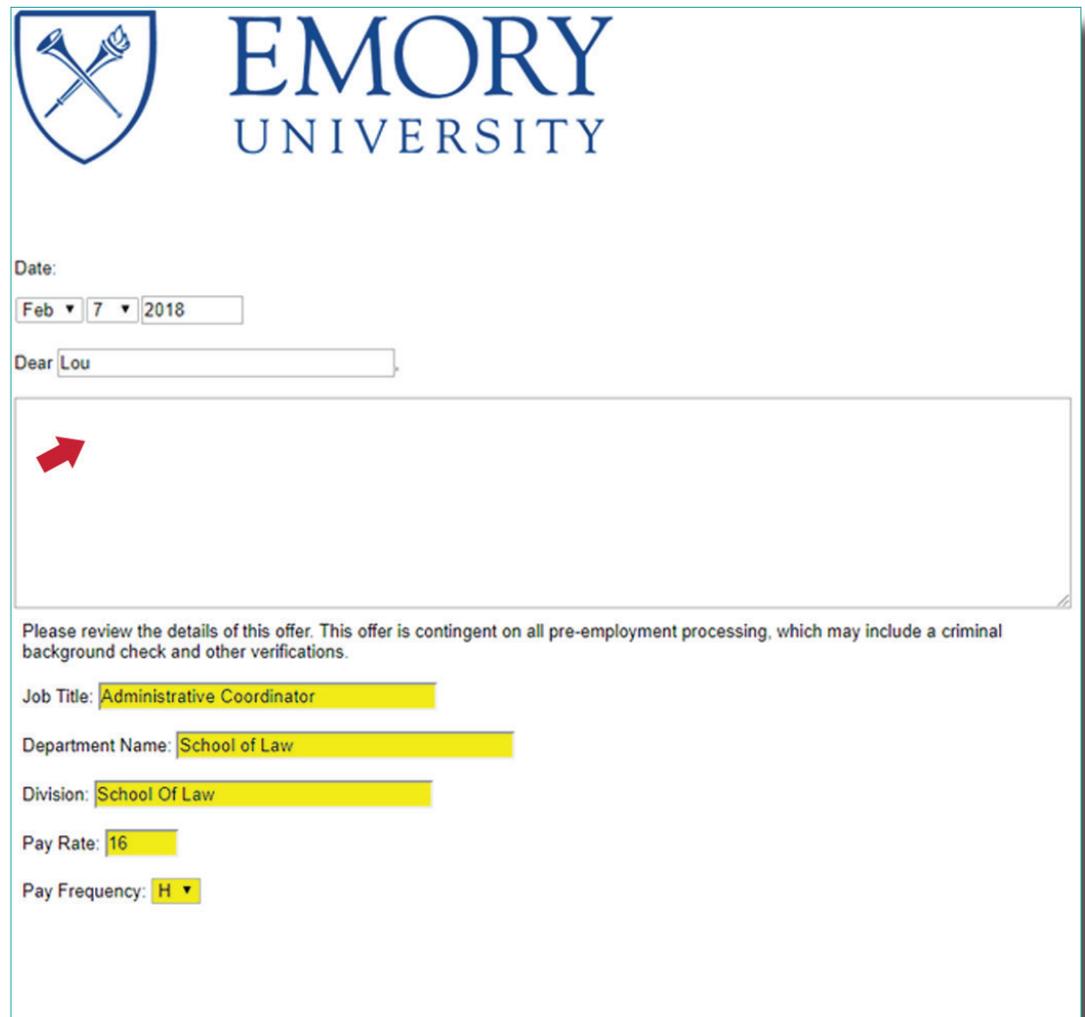
Building a Customizable Offer Letter

To begin building a **Customizable Offer Letter,** first click on **Edit** in the top left corner of the **iForms Center**.

In the first text box, below the recipient's name, enter the beginning of the offer letter.

Below the text box, you will see the offer information that parsed from the requisition and **Offer Details Form.** The text boxes highlighted in yellow are editable.

Building a Customizable Offer Letter

Below the parsed information there is another text box, enter the conclusion of the **Offer Letter** here.

A third text box is located at the bottom of the page. Enter the sender's name and contact information here.

iForms Center

iForm   +EUV Offer Letter - Customizable

Save & Exit   Cancel

Pay Rate: 16

Pay Frequency: H ▼

Sincerely,

☐ **Signature**
(checking the checkbox above is equivalent to a handwritten signature)

Editing the Standard Offer Letter

Text within the red boxed section of the offer letter should be edited. To edit, simply click the **Edit** button in the top left corner of the **iForms Center.**

2/7/2018

Lou Smith
123 Main Street
Atlanta, GA 30322

Dear Lou:

It is with great pleasure that we offer you the position of Administrative Coordinator for School of Law at Emory University. By way of this letter, I am pleased to convey the terms of your employment at Emory, which are highlighted below

Official Start Date:	2/12/2018
Rate of Pay:	USD $50,000.00/Yr.
Pay Frequency:	Hourly
Pay Grade:	229
Benefits:	Regular with Benefits
Official Title:	Administrative Coordinator
Department:	School of Law
Division:	School Of Law
FLSA Status:	Exempt

Please note that this offer is contingent upon the outcome of the pre-employm process, including a criminal background check.

Annual salary adjustment considerations are based on performance and are ef September 1 of each year. For your first year at Emory, your increase will be prorated from your date of hire to align with the annual cycle.

In addition to the information above, Emory offers a very competitive range o benefits, including vacation and sick leave, holidays, medical, dental and visi coverage, retirement savings plans, life insurance, and the courtesy scholarshi name just a few. You must meet eligibility requirements for some of these ber and benefits are subject to change from year to year. Prior to your start date, I encourage you to review Emory's benefits website at www.hr.emory.edu/eu/benefits. You may also wish to register for an in-perso benefits orientation during the online onboarding process.

Note that this position is one that requires a direct deposit to your bank accou can set up your direct deposit during the online onboarding process once your acceptance of this contingent offer has been received.

Emory University offers a variety of transportation and parking options for employees. Single occupancy vehicle parking on campus is available as a pre-tax deduction from your paycheck. Current rates can be found at: http://transportation.emory.edu/parking/faculty_staff.html. Emory also provides commute alternatives such as carpools, vanpools, park 'n' ride lots, and MARTA subsidies. Visit http://www.epcs.emory.edu/park to view the many transportation and parking options at Emory.

School of Law also offers eligible employees with satisfactory performance the option of telecommuting or working a condensed workweek. Any of these options are subject to change and not all positions are eligible for alternative work arrangements.

Lou, I want to welcome you to Emory. You are joining a strong and committed team of professionals. On behalf of this team and the executive administration of Emory, I want to affirm our full commitment to support you in your role here. We look forward to your personal and professional success as a part of our team. We very much look forward to working with you!

If you have questions about the contents of this letter or the duties and responsibilities of this position, please contact your department manager, EUVHiringManager at 404-111-2222 or email@emory.edu..

Checking the box below indicates your acceptance of this position

Sincerely,

EUVHiringManager
HR Specialist
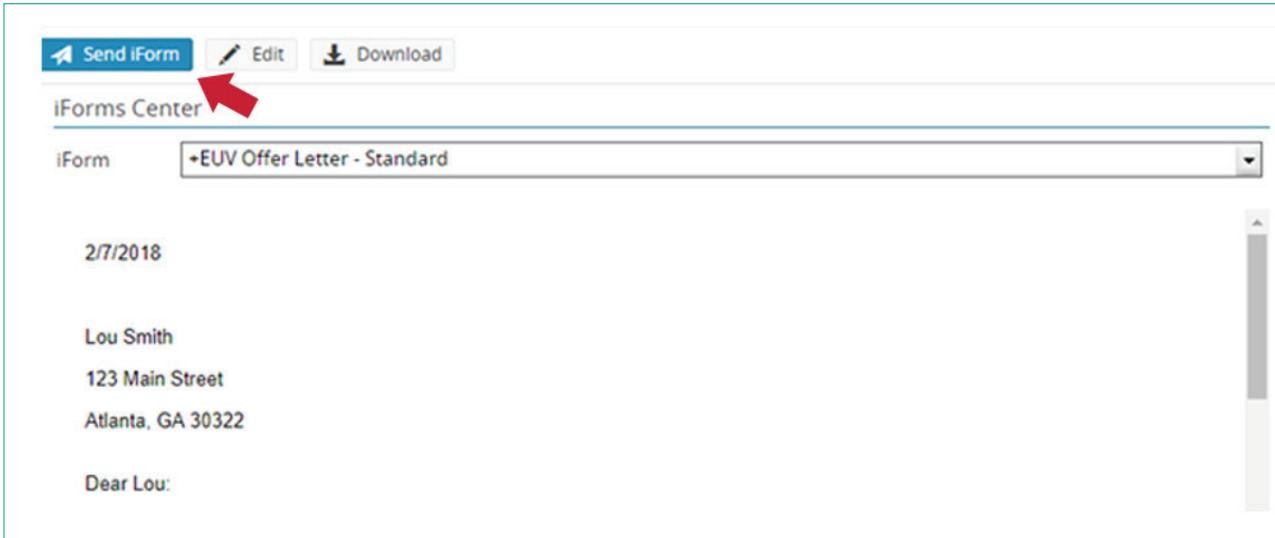Emory University
School of Law

Recognizing the terms stated herein, I hereby accept this offer.
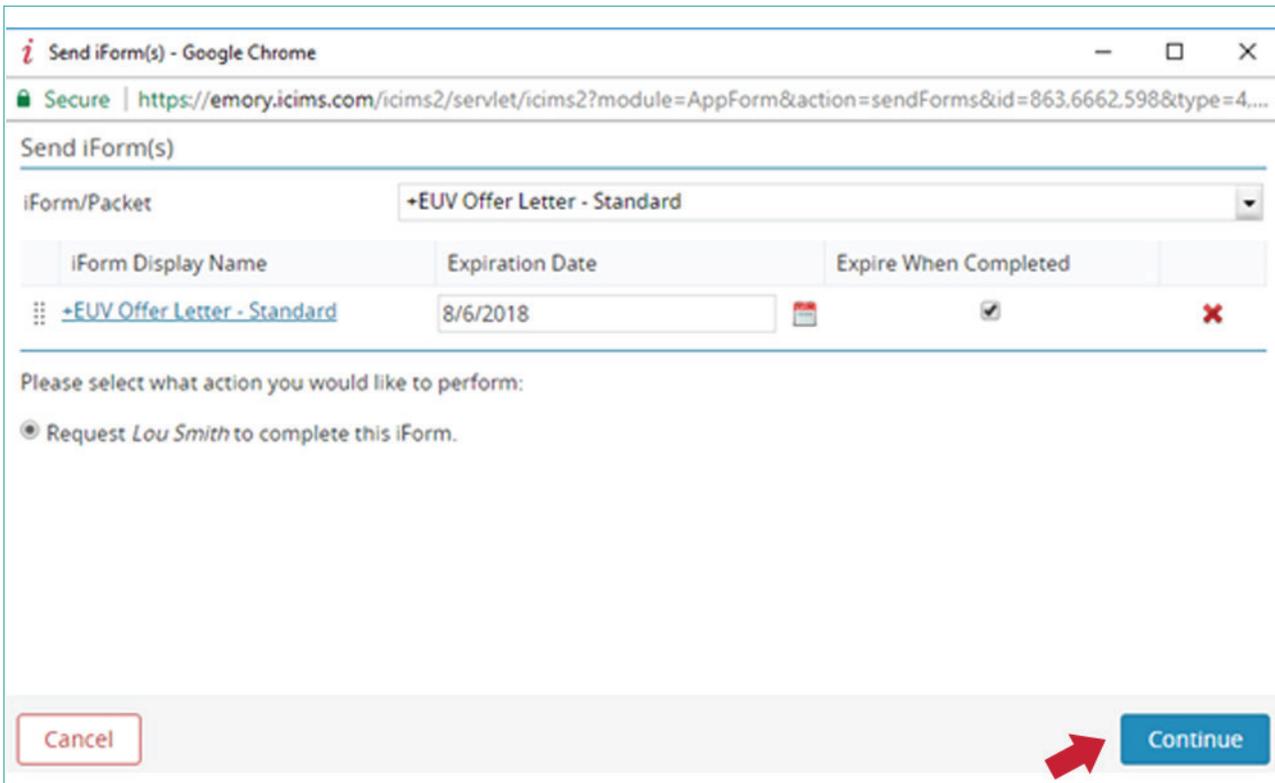
☐ **Signature**

Checking the checkbox above is equivalent to a handwritten signature.

Sending the Offer Letter

To send either version of the offer letter, click **Send iForm**. Then click **Continue.**

Sending the Offer Letter

If you need to edit this email template, you may do so by clicking in the body of the email.

When done, click **Send**.

Post Offer Acceptance

Once the candidate has signed the **Offer Letter**, the recruiter will be notified that the candidate has accepted the offer through a dashboard notification in iCIMS.

Unless notified outside of the iCIMS workflow, this will trigger for the recruiter to begin the **background check** and initiate any other **pre-employment screening** needed for the new hire.

Just as the candidate's status was able to be tracked during the offer preparation, this status can also be tracked though iCIMS during the pre-employment process.

Onboarding

Once the candidate has cleared all pre-employment screens, the recruiter will push their data to PeopleSoft and initiate **Onboarding**. The new hire will be sent an email to complete their onboarding tasks online. As the Req Administrator, you can track the onboarding progress of the new hire on your dashboard.

Onboarding in Progress

Onboarding In Progress

Lou Smith	LITS: Library and IT Services	
Jim Tester	SOM: School of Medicine	
peter Test	Campus Life	

Onboarding Completed

Onboarding Completed

Tamara McQueen	Emory Healthcare	

Clicking into the dashboard notification will provide more insight into the progress of each new hire's **Onboarding** status.

iCIMS Create ⌄

📋 Onboarding Workflow Search: Onboarding In Progress (HM)

⚡ Take Action　✉ Email　🗒 iForms Center　📅 Schedule Appointment　➕ New Task　🖨 Bulk Print Documents　📤 Export　📊 Chart　🔄 Refresh

Onboarding Workflow Search Results (3 Found)

☐ ⌄	Person : Full Name: First ...	New Hire Category : Title	Progress Bar	Task Progress	Associated Job : Posting Job Title
☐	Lou Smith	LITS: Library and IT Services		0/12	Administrative Coordinator
☐	Jim Tester	SOM: School of Medicine		3/14	Academic Department Admin
☐	peter Test	Campus Life		0/7	Applications Dev/ Analyst