

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 screenshot shows the iCIMS interface for a requisition. The 'People' tab is selected and circled in red. The interface displays a list of tasks and their status. A red arrow points to the task 'Send to Skill Survey - Refer...' under the 'Bin: Offer Tasks' category.

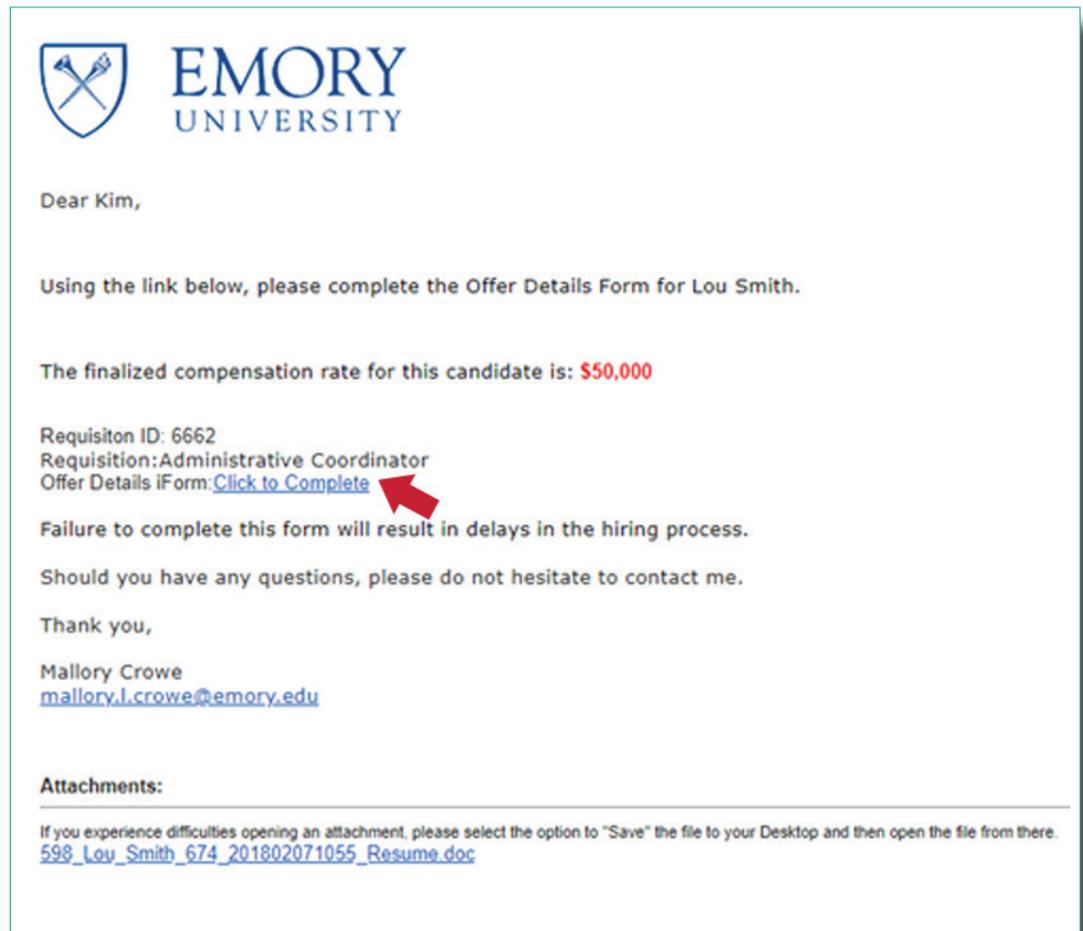
Bin	Task	Assignee	Status	Updated Date
Bin: Department Review (2)	Submitted for Review	Mike Wa...	No Contact	2/7/2018 11:01:45 ...
Bin: Department Review (2)	Submitted for Review	Bruno M...	Cand Act...	2/7/2018 10:43:17 ...
Bin: Offer Tasks (1)	Send to Skill Survey - Refer...	Lou Smit...	Emp Ne...	2/7/2018 2:14:38 PM

The Offer Details Form

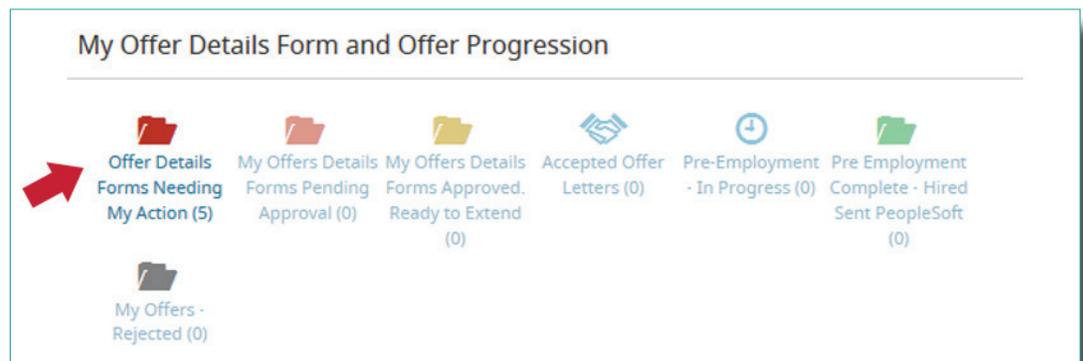
The Offer Details Form is one form that combines the information that was formerly found on the Offer Approval and Hire Transfer Form in the Kenexa/Brassring system.

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.



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



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.

Send Form Edit Download

iForms Center

Form: --Emory Offer Details Form

Save & Exit Cancel

Kronos Unit:

Length of Meal:

Additional Information

EmoryCard Door Access – Enter the University building(s) and area(s) to which this person will require access:
88142 School of Law

Will the employee be required to sign a Financial Attestation Form as a Business Officer for Emory? No

If this employee will have Human Resource responsibilities, please indicate the level: No HR Responsibilities

Health and Safety Question Type: All Others - University

Individual will need unescorted access:

This position will work for Emory Health, or Nursing, Yerkes, the Psychological, Counseling or Student Health Centers AND will do research that involves studying people or using information that identifies them: All Others - University

This position involves animal contact (Biosafety Level 2 or 3, or IACUC approved work with lab animals) or laboratory work with lab animals: No

This position will require work in a laboratory: No

This position involves work in a Biosafety Level 2 or a Biosafety Level 3 laboratory: No

This position involves clinical patient contact: No

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](#)

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

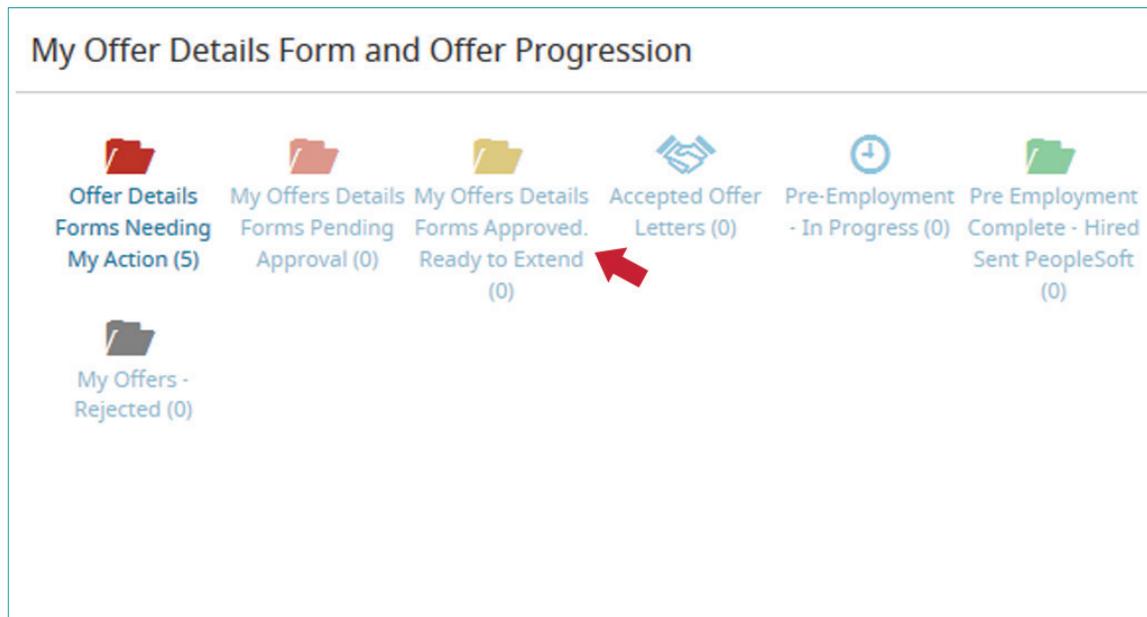
Attachments:

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.

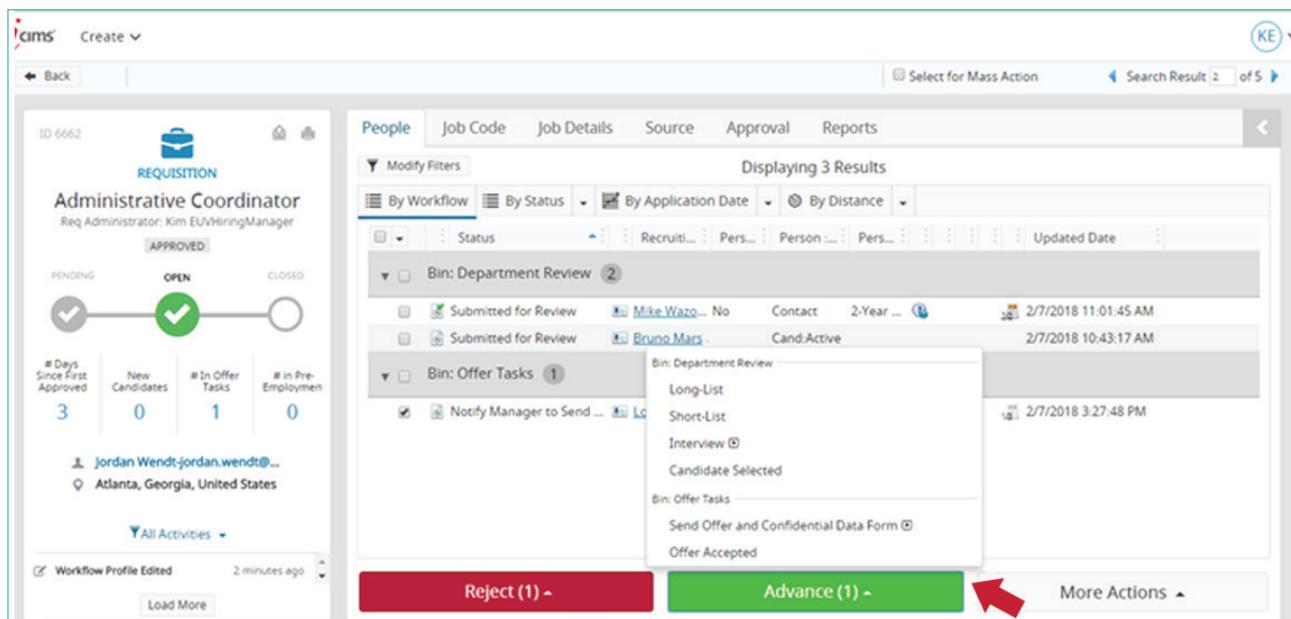
[598_Lou_Smith_674_201802071055_Resume.doc](#)

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.



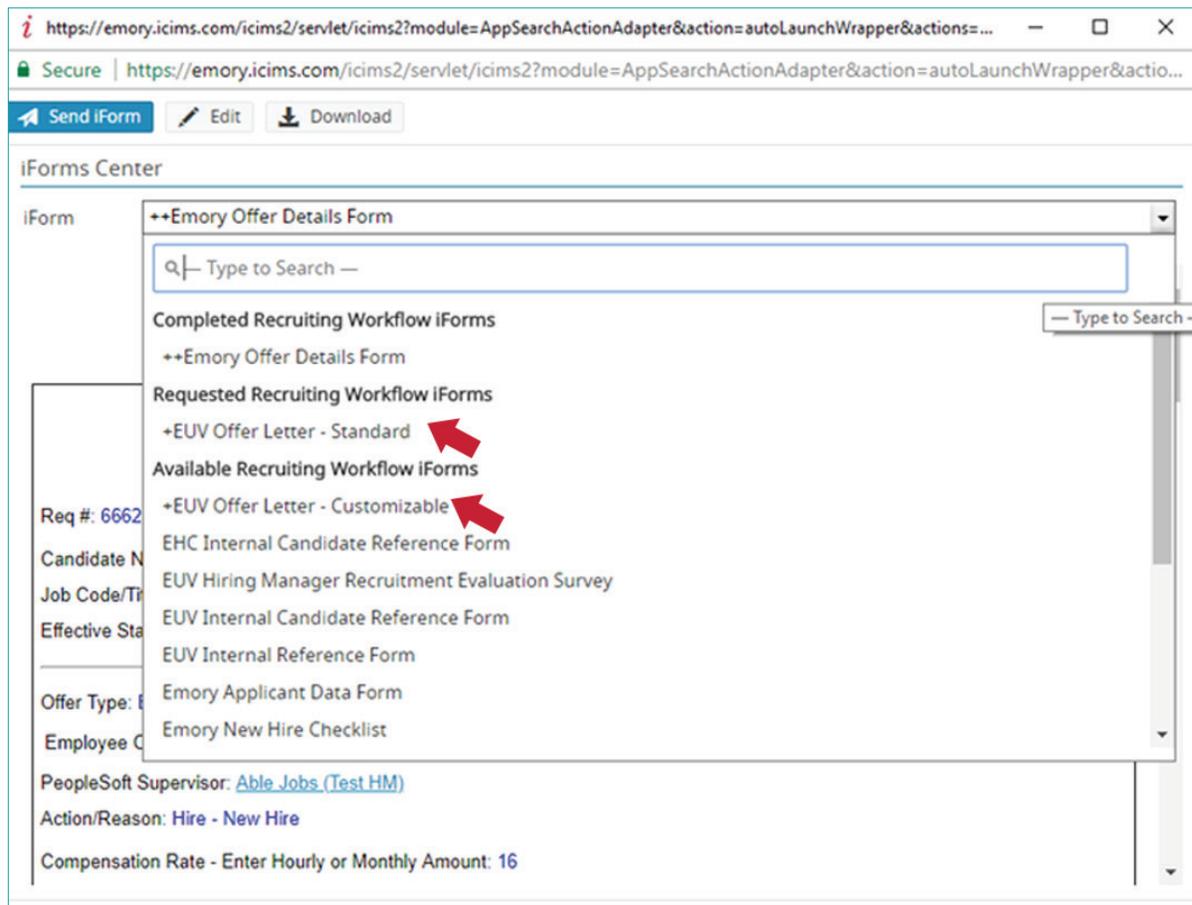
On the **People** tab in the requisition, use the green **Advance** button to move the candidate to **Send Offer and Confidential Data Form** status.



Choosing the Offer Letter

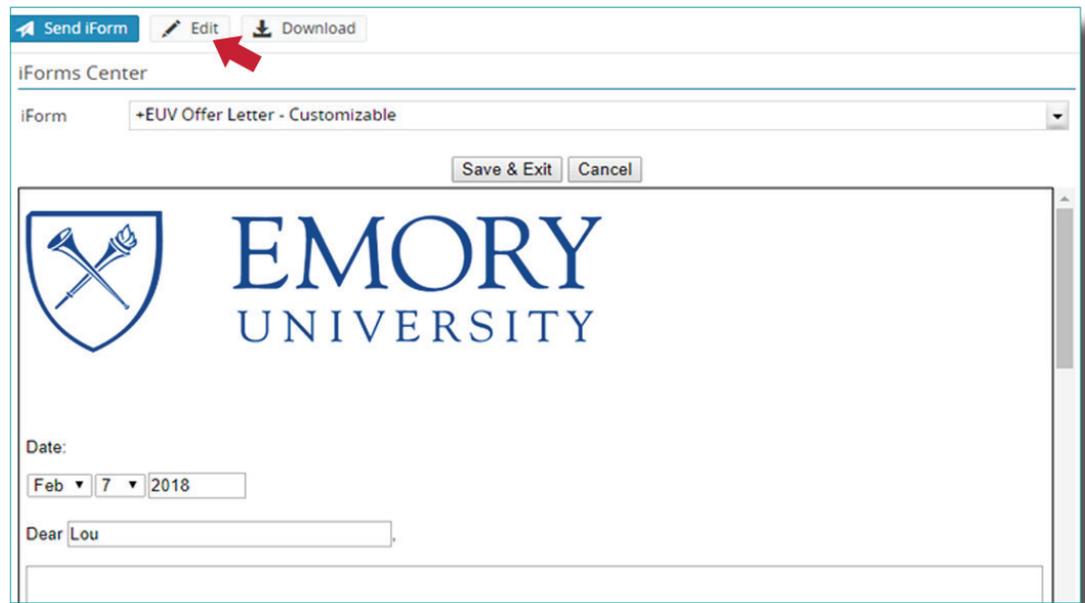
The **iForms Center** will pop up. Choose which **Offer Letter** you will send to the candidate. There are two options:

- 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

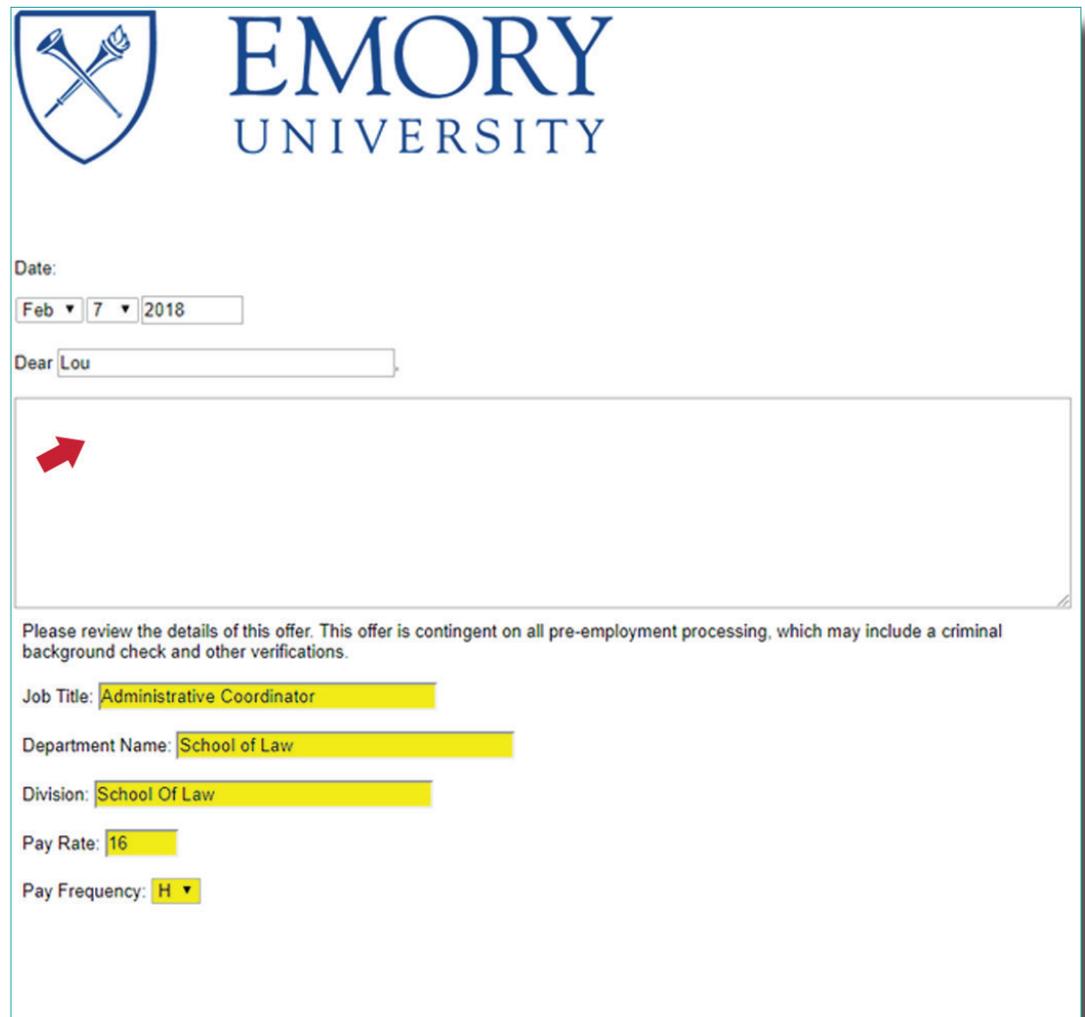
To begin building a **Customizable Offer Letter**, first click on **Edit** in the top left corner of the **iForms Center**.



The screenshot shows the iForms Center interface. At the top, there are three buttons: 'Send iForm', 'Edit', and 'Download'. A red arrow points to the 'Edit' button. Below the buttons, the text 'iForms Center' is displayed. Underneath, there is a dropdown menu labeled 'iForm' with the selected option '+EUV Offer Letter - Customizable'. To the right of the dropdown are two buttons: 'Save & Exit' and 'Cancel'. The main content area displays the Emory University logo and the text 'EMORY UNIVERSITY'. Below the logo, there is a 'Date:' field with a dropdown menu set to 'Feb', a text box containing '7', and another dropdown menu set to '2018'. Below the date field is a 'Dear' field with the name 'Lou' entered.

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.



The screenshot shows the offer letter form. At the top, there is the Emory University logo and the text 'EMORY UNIVERSITY'. Below the logo, there is a 'Date:' field with a dropdown menu set to 'Feb', a text box containing '7', and another dropdown menu set to '2018'. Below the date field is a 'Dear' field with the name 'Lou' entered. Below the 'Dear' field is a large text box. A red arrow points to the top left corner of this text box. Below the text box, there is a paragraph of text: 'Please review the details of this offer. This offer is contingent on all pre-employment processing, which may include a criminal background check and other verifications.' Below this paragraph, there are several fields with yellow highlights: 'Job Title: Administrative Coordinator', 'Department Name: School of Law', 'Division: School Of Law', 'Pay Rate: 16', and 'Pay Frequency: H'.

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.

The screenshot shows the 'iForms Center' interface for creating a customizable offer letter. The form is titled '+EUV Offer Letter - Customizable'. It includes a 'Pay Rate' field with the value '16' and a 'Pay Frequency' dropdown menu set to 'H'. There are two large text boxes for entering content, each with a red arrow pointing to it. The first text box is for the conclusion of the offer letter, and the second is for the sender's name and contact information. At the bottom, there is a checkbox labeled 'Signature' with the instruction '(checking the checkbox above is equivalent to a handwritten signature)'. Buttons for 'Save & Exit' and 'Cancel' are also visible.

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-employment process, including a criminal background check.

Annual salary adjustment considerations are based on performance and are effective 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 of benefits, including vacation and sick leave, holidays, medical, dental and vision coverage, retirement savings plans, life insurance, and the courtesy scholarship name just a few. You must meet eligibility requirements for some of these benefits 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/emory/benefits. You may also wish to register for an in-person benefits orientation during the online onboarding process.

Note that this position is one that requires a direct deposit to your bank account. You 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

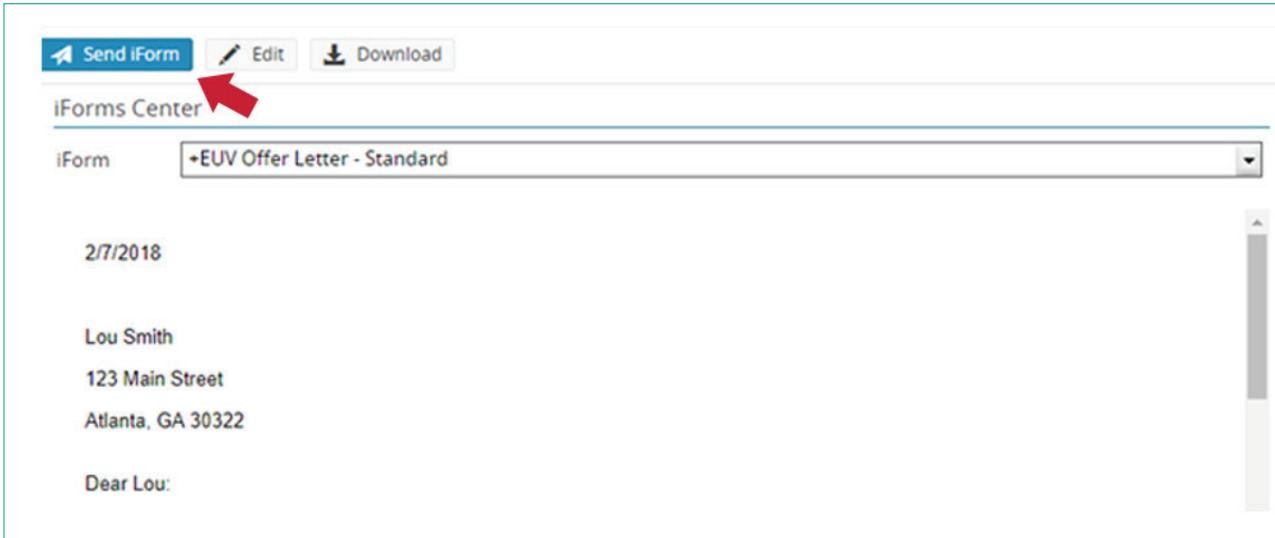
Recognizing the terms stated herein, I hereby accept this offer.

Signature

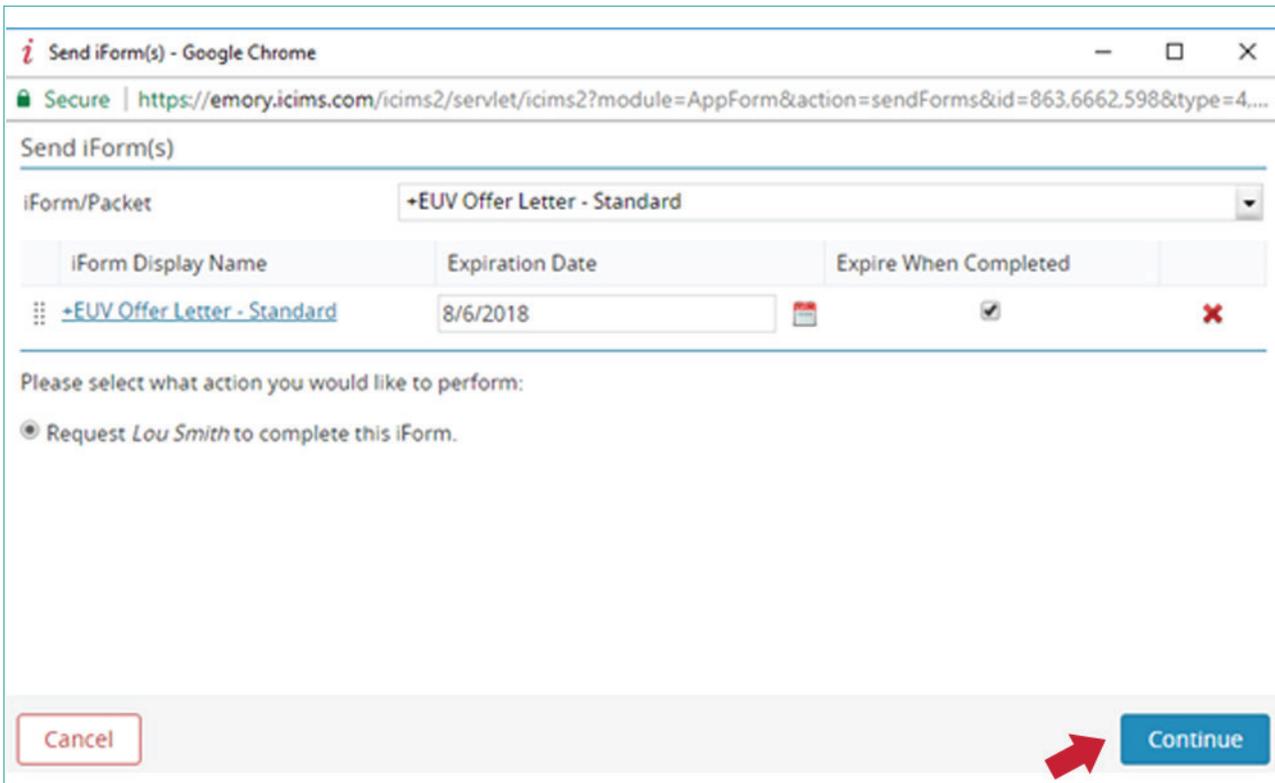
Checking the checkbox above is equivalent to a handwritten signature.

Sending the Offer Letter

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



The screenshot shows the iForms Center interface. At the top, there are three buttons: "Send iForm" (highlighted with a red arrow), "Edit", and "Download". Below the buttons is the "iForms Center" header. Underneath, there is a dropdown menu for "iForm" with the selected option "+EUV Offer Letter - Standard". Below the dropdown, the date "2/7/2018" is displayed. Further down, the recipient's name and address are listed: "Lou Smith", "123 Main Street", and "Atlanta, GA 30322". At the bottom, the text "Dear Lou:" is visible.



The screenshot shows a browser window titled "Send iForm(s) - Google Chrome". The address bar shows a secure connection to "https://emory.icims.com/". The main content area is titled "Send iForm(s)" and features a dropdown menu for "iForm/Packet" with the selected option "+EUV Offer Letter - Standard". Below this is a table with the following columns: "iForm Display Name", "Expiration Date", and "Expire When Completed". The table contains one row with the following data: "+EUV Offer Letter - Standard", "8/6/2018", and a checked checkbox. Below the table, there is a section titled "Please select what action you would like to perform:" with a radio button selected for "Request Lou Smith to complete this iForm.". At the bottom of the dialog, there are two buttons: "Cancel" and "Continue" (highlighted with a red arrow).

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**.

Compose Email

From: Kim EUVHiringManager - peterbuch+hmtst@gmail.com

To: Lou Smith, jordanawendt+4@gmail.com CC/BCC

Template Category: All Templates

Template: +EUV Offer Letter - Standard

Subject: Congratulations from Emory University!

Associated Recruiting Workflow: Lou Smith - Administrative ...

EMORY UNIVERSITY

Dear **Recipient: Legal First Name**,

Congratulations from Emory University!

Please click the link below to find information regarding your employment offer for the position of **Recruiting Workflow: Requisition : Posting Job Title**. Please login to accept the offer and provide us with information to begin your onboarding process.

Drag-and-drop files here or click to upload.

Cancel Previous **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 through 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.

The dashboard is divided into two main sections: 'Onboarding in Progress' and 'Onboarding Completed'. Each section contains a table of new hires with their names, departments, and progress bars.

Onboarding in Progress		
Lou Smith	LITS: Library and IT Services	<div style="width: 0%;"></div>
Jim Tester	SOM: School of Medicine	<div style="width: 25%;"></div>
peter Test	Campus Life	<div style="width: 0%;"></div>

Onboarding Completed		
Tamara McQueen	Emory Healthcare	<div style="width: 100%;"></div>

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

The screenshot shows the iCIMS interface for 'Onboarding Workflow Search: Onboarding In Progress (HM)'. It includes a toolbar with actions like 'Take Action', 'Email', 'iForms Center', 'Schedule Appointment', 'New Task', 'Bulk Print Documents', 'Export', 'Chart', and 'Refresh'. Below the toolbar is a table with 3 results.

Person : Full Name: First ...	New Hire Category : Title	Progress Bar	Task Progress	Associated Job : Posting Job Title
<input type="checkbox"/> Lou Smith	LITS: Library and IT Services	<div style="width: 0%;"></div>	0/12	Administrative Coordinator
<input type="checkbox"/> Jim Tester	SOM: School of Medicine	<div style="width: 25%;"></div>	3/14	Academic Department Admin
<input type="checkbox"/> peter Test	Campus Life	<div style="width: 0%;"></div>	0/7	Applications Dev/ Analyst