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Introduction

Once the final candidate has been selected and references completed by the Hiring Manager, the Hiring Manager or Department Admin will prepare the Offer Card to provide offer information to the HR Recruiter. The interview materials and reference checks should be completed and attached the job card before submitting the offer card. Once received, the HR Recruiter will reach out to the candidate to extend a contingent offer. The Hiring Manager should not reach out to the candidate to extend any type of offer.

Step-by-Step Process: Prepare the Offer Card

Navigate to the Jobs list by clicking Jobs at the top right of your screen 1. From the Jobs List click the number under Applications for the applicable job. The Applicant List will open. 2. Click on the name of the applicant for which you would like to submit an Offer Card. The Applicant Card will open. 3. Select the correct job tile and, under Offer, click No offer. The Offer Card will open. *Note: Follow these steps to retrieve a saved, incomplete Offer Card.*	**Jobs** People Recent items ⌄ ☐ Job No. Title — Department — Status — Applicati ☐ 501447 ⓘ University Police Department Clinician — SA Counseling And Psych Srvcs - 50025 — Approved — 5 ☐ 503150 ⓘ Staff Learning and Development Speci — Center Inclusive Excellence - 60702 — Shortlisting — 5 ☐ 503158 ⓘ PSFA Learning Specialist & Academic C — PSFA Deans Office - 41001 — Shortlisting — 5 ☐ 503603 ⓘ Assistant Test Coordinator — Testing Services Office - 50110 — Shortlisting — 5 Applicant Nc Pref Name	First name ▼	Last name	Ran 176766	● Daisy	Cheddar ⓘ 503158 - PSFA Learning Specialist & Academic Coach Date submitted — Applied via — Status changed Feb 1, 2022 — Offer Oct 19, 2021 — Alumni — Ready to Interview — No offer Resume / CV — Form View — View

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) *This information must be entered at this step. HR cannot add it in later. If you're unsure if the candidate is a current employee, contact the HR Recruiter to confirm.*

Offer details 🖨

Lindsay Lieberman

▬ **Personal details**

Address:	California United States	Phone:
E-mail:	sjsu.hrtest+06222@gmail.com	
Applicant No:	39952	

A

▶ View profile

▬ **Current or previous employee details**

ℹ️ 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. Confirm the position information; if there are multiple positions in the recruitment, make sure the correct one is selected (B)

Job details

CSU Working Title:	ⓘ PSFA Learning Specialist & Academic Coach.
Position Type:	Staff
Campus:	San Diego
Division:	Academic Affairs
College/Program:	College of Prf Stds Fine Arts
Department:	PSFA Deans Office - 41001
Time Basis:	Full Time ▾

(A)

Offer details

Approval status:	Pending
Recruiter:	Rachael Stalmann
Date entered:	Jan 19, 2022, 12:22 pm
Date updated:	Jan 19, 2022, 12:22 pm
Application source:	Internet - Alumni Edit

Positions:

Position no	Type:	Applicant	Application status
⦿ PSFA Learning Specialist & Academic Coach	New	-	-
Position no: SD-10009025 ⌄			

(B)

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Verify and update the Position Details

Many fields on the job card will be completed by HR, have transferred over from the job card or are not being used. Only complete fields noted below.

1. Verify the job code and hiring type. *Temporary or Probationary for staff, or At will for MPP.*
2. Enter the Start date; for temp positions, enter the End date
3. Verify the FTE and Hours Per Week

POSITION DETAILS	
Job Code/Employee Class:	SSP III 🔍 ✎
	Job Code: 3084 ⌄
Auxiliary Hire:*	○ Yes ● No
	Selecting 'Yes' will exclude this new hire from the PeopleSoft integration file.
Hiring Type:	Temporary ▼
Start date:*	Jan 21, 2022 📅
End date if applicable:	📅
Probation End Date:	📅
FTE:	1.000000
Hours Per Week:	40.00
FLSA Status:	Exempt ▼
Union:	Select ▼
Union Language:	
Mandated Reporter:	General - The person holding this position is considered a general mandated repor... ▼
NCAA:	○ Yes ● No
Sensitive Position:	Requiring heightened scrutiny of individuals holding the position based on potenti... ▼
Conflict of Interest:	None ▼
Concurrent Hire:	○ Yes ● No
Rehired Annuitant:	○ Yes ● No

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Verify the Budget Details 1. Ensure the Pay Plan is selected (12 Months for most staff & MPP positions) 2. Verify the Salary Range/Grade (B) – if the position you chose was in a different range/grade, change this information to match	**BUDGET DETAILS** Budget/Chart field/Account string: Pay Plan: 12 Months Pay Plan Months Off: Salary Range/Grade:* 3084-RANGE A-Grade-1 Minimum: $ 4,691.00 Maximum: $ 6,683.00 Pay Frequency: Anticipated Hiring Range: NTE 4691 Maximum budgeted amount:
Update the Salary and Compensation information 1. Enter the Base Pay Rate. This should be the full-time, monthly salary, unless hourly position 2. Select the Unit basis for the base pay – monthly or hourly 3. Enter any relocation amount, sign on bonus, or other supplementary compensation to be offered and enter notes for the recruiter related to the salary being offered 4. Skip the rest of the fields	**SALARY and COMPENSATION** Base Pay Rate:* 4,691 Unit basis:* Monthly Monthly Pay: 4,691 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 Auxiliary Benefits:

Faculty/R03 Details, Education and License Verification, Employment Checks 1. Skip these sections	**FACULTY / R03 DETAILS** **EDUCATION and LICENSE VERIFICATION** **EMPLOYMENT CHECKS** PRE-EMPLOYMENT CHECKS

Enter the Onboarding information 1. Select the Offer Type – typically Hire (HR will review and update if needed) 2. Select the Pay Group – Master Payroll (MST) 3. Select SD as the Offer Approval Type 4. Enter any Onboarding Delegates. *In addition to the Reports To supervisor, the Onboarding Delegate will receive offer acceptance notifications and notifications of tasks assigned to the Reports To.*	**ONBOARDING** OfferType:* Hire Pay Group:* Master Payroll (MST) Offer Approval Type:* SD Onboarding Form: Select Onboarding Portal: None Onboarding workflow: None Reports To:* Isidro Cervantes Email address: HASDPRJ_icervantes@sdsu.edu Onboarding Delegate 1: Belen Montoya Gamino Email address: HASDPRJ_bgamino@sdsu.edu Onboarding Delegate 2: No user selected. Onboarding Delegate 3: No user selected

Offer Progress 1. Skip this section. HR extends the verbal offer and updates this section.	**OFFER PROGRESS** The following fields will require manual updates Verbal offer extended: ○ Yes ● No Date verbal offer extended: [_____] 📅 Verbal offer accepted: ○ Yes ● No Date verbal offer accepted: [_____] 📅 The following fields will be automatically updated by the system Offer accepted: ○ Yes ● No Date offer accepted: [_____] 📅 Offer declined: ○ Yes ● No Date offer declined: [_____] 📅
Select Approval Process and Submit the offer 1. Select the Approval process for your division 2. Enter the approvers; number of approvers may vary by division, but HR Recruiter will always be the last approver on the offer card. The HR Recruiter will be the recruiter that is assigned to this recruitment. 3. Click the Submit button to route the offer card for approvals.	✛ Application documents ─ Approval process - Campus Hiring Manager:* [Clarence Singh] 🔍 ✏️ Email address: HASDPRJ_csingh@sdsu.edu ⌄ Approval process - Campus: [SD - Academic Affairs ▾] 1. Hiring Manager: [_____] 🔍 ✏️ No user selected. 2. HR Recruiter: [_____] 🔍 ✏️ No user selected. ✛ Provisioning ✛ Exports [Save and close] [Submit] [Cancel]