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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.
Preparation 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 title and, under Offer, click No offer. The Offer Card will open.

Note: Follow these steps to retrieve a saved, incomplete Offer Card.
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.
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)
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.
### Verify the Budget Details

1. Ensure the Pay Plan field 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

### 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
### Faculty/R03 Details, Education and License Verification, Employment Checks

1. Skip these sections

<table>
<thead>
<tr>
<th>Faculty / R03 Details</th>
<th>Education and License Verification</th>
<th>Employment Checks</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACULTY / R03 DETAILS</td>
<td>EDUCATION and LICENSE VERIFICATION</td>
<td>EMPLOYMENT CHECKS</td>
</tr>
</tbody>
</table>
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.
Offer Progress

1. Skip this section. HR extends the verbal offer and updates this section.

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.