

Creating a Job Offer from an Advertised FWS Job Opening

Required Role: FSU_SS_MANAGER

Understanding the process:

Departments can create their own FWS job openings from which to recruit and hire FWS candidates. This topic details the steps to create a job offer from an *advertised* FWS job opening in OMNI HR.

The hiring department must ensure that the top candidate qualifies, is interviewed, and <u>pre-employment checks</u> are completed; however, with regard to system coding, the department does not have to request applicants to be routed, create interview evaluations, record disposition codes, or complete the pre-employment checklist in OMNI for FWS candidates.

- Submit Background Check through Background Check portal:
 - o https://hrapps.fsu.edu/background_check_portal/index.cfm?page=home#/
- Check OMNI to determine if student has active FWS record
 - If active FWS record, then submit ePaf
 - If not, then the candidate must complete the FWS wizard in addition to submitting the job offer

Once the department has discussed the rate of pay and anticipated start date with the candidate. At this stage, a *formal* job offer should not be made. This is because the hiring processes, to include a criminal history background check (if needed), have yet to be completed.

Step	Action
1.	Once logged into OMNI HR > select the Department Administration page >
	click the Recruiting tile.

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	Attendance & Leave	Employees & Positions	FACET	Faculty Contracts				
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	Faculty Promotion & Tenure	Recruiting	Payroll	Query & Reports				
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Step	Action
2.	Click the Search Job Openings tab.

< Manager Self Service					Recruiting
Create Job Opening	Searc	h Job Openings			
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Pending Approvals	▼ Sea	rch Criteria ③			
🖹 Search Job Openings		Job Posting Title			
View References		Job Opening ID		٩]
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		Most Recent Activity			
		Job Opening Type			
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		My Association			
		Hiring Manager		٩]
		Recruiter		٩	
		Created By		٩]
		Business Unit		Q]
		Department			
		Position Number		Q	
		Recruitment Contact			
		Search Clear			

Step	Action
3.	Enter the desired Job Opening ID . Click the Search button.

< Manager Self Service	R	ecruiting
Create Job Opening	Search Job Openings	
Interview Calendar	🛣 Recruiting Home 🙈 Create Job Openin	g
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Search Job Openings	Job Posting Title	
View References	Job Opening ID	44724 × 0
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Step	Action
4.	Click the desired Job Opening link.

< Manager Self Service			Recruiting							
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	Job Opening	Job ID	Status	Туре	Recruiting Location					
	College of Music OPS Pool, 2018-2019	44724	Open	Standard Requisition	Tallahassee, FL					
	Group Acti	ons								

Step	Action
5.	Click the Other Actions dropdown list across from the selected applicant's name.

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Manage Job (Opening									
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Step	Action
6.	Click the Recruiting Actions dropdown list.

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Step	Action
7.	Click Prepare / View Job Offer.

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Step	Action
8.	Begin on the Offer Details tab.
	Note: Much of the data on the Offer Details page will populate from the job opening.

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	pening St Job	Title College o tatus 010 Ope Title Arts Craf lame Testing T	ts and Related							
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, s	lob Code Recruiter	A010	Arts Crafts and Related							
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Last updated 5/26/2020

Step	Action
9.	Navigate to the Job Offer Components section. Click the Component list. Click the Base Salary Offer Component list item.

*Component	*Offer Amount	Currency	Frequency	
Base Salary Offer Component				Û

Step	Action
10.	Enter appropriate hourly rate of pay. Currency should be USD .

Job Offer Components ③

Component	*Offer Amount	Currency	Frequency	
Base Salary Offer Comp	10.00 × 🛒	USD		î

Add Offer Component

Step	р	Action
11.		Select an "Hourly" Frequency .

*Component	*Offer Amount	Currency	Frequency	
Base Salary Offer Comr	10.00	USD	19.5	Û
Add Offer Compo	nent		21.4 26.1 Hourly	

Step	Action
12.	Navigate to the Comments section. Enter information pertaining to the applicant and/or job offer, such as employee ID (if a previous employee), type of appointment (new, rehire, additional appointment), and wizard # etc.

Comments ⑦	Q	E.	3	8	1 of 1 🖂	2	÷	Vie	ew Al
									a (
Added By									
Last Updated By									

Step	Action
13.	Navigate to the FSU Offer – Additional Info section. If the candidate applied as an existing or former employee, the Employee Id field and number will display at the top of this section.
	The Job Code will automatically populate from the job opening.

*Job Code	A010 Q	Arts Crafts and Related		*Location Code	۹				
Department	187000	Dean College of Music	•	*Supervisor ID	٩				
Mail	Q	*Weekly Std Hours		*U.S. Citiz	en?	~	*Empl Class		~
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Step	Action
14.	The Department will automatically populate from the job opening.

Job Code	A010 Q	Arts Crafts and Related		*Location Code	(2			
epartment	187000 ^I	Dean College of Music		*Supervisor ID	(2			
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Step	Action
15.	The Location Code populates from the job opening. If needed, use the lookup button
	to search for and select the desired Location Code. igsilon

*Job Code	A010 Q	Arts Crafts and Related		*Location Code	0054N0	000 Q	HOUSEW	RIGHT MUSIC			
Departmen	187000	Dean College of Music		*Supervisor ID		Q					
Mail Code	Q	*Weekly Std Hours		*U.S. (Citizen?		~	*Empl Class		~	
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□ , Q	Begin Date	*Percent of Distribution		*Combination Cod	le	Funding E	nd Date	Amount			

Step	Action
16.	Enter the appropriate Supervisor ID or use the lookup icon to search for the desired
	Supervisor ID. 🔍

Job Code	A010 Q	Arts Crafts and Related		*Location Code 00	954N0000 Q	HOODLIN	RIGHT MUSIC		
Department	187000	Dean College of Music		*Supervisor ID	Q	BUILDIN00	000		
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Step	Action
17.	Enter the appropriate Mail Code or use the lookup icon to search for the desired Mail Code.

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Step	Action
18.	Enter the appropriate Weekly Std Hours.

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Step	Action
19.	Click the U.S. Citizen? list. Select the appropriate answer which is indicated on the Data Entry Worksheet.

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		Begin Date	*Percent of Distribution	*Combination Co	de Funding	Total Pude	jet
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Step	Action
20.	The appropriate Empl Class will automatically populate based on the selected job code ("OPS" for FWS job offers).

*Job Cod	de	A010 (۹ A	Arts Crafts and Related		*Location Code	0054N00	000 Q	HOUSEWRIC					
Departm	ent	187000	D	ean College of Music		*Supervisor ID		Q	DOILDINGOO					
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Step	Action- **Opitional
21.	The Pre-Mgr Approver field is optional. Use the lookup button to search and select a Pre-Mgr Approver , if desired. The Originator Telephone will automatically populate.

Job Code	A010 Q	Arts Crafts and Related	*Location Code	0054N00		HOUSEW	RIGHT MUSIC		
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Step	Action
22.	Enter the Begin Date . Start dates should be 2 - 3 weeks out to allow time for approvals. Reference Payroll Deadlines for Personnel Actions.

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Step	Action
23.	Enter the appropriate funding distribution information into the Percent of Distribution field.
	Note: The total Percent of Distribution must equal 100%.

Job Co	de	A010	Q.	Arts Crafts and Related			*Location Code	0054N00	000 Q	HOUSEW BUILDIN0	RIGHT MUSIC			
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Step	Action
24.	Enter the appropriate funding FWS Combo (budget) Code indicated on the FWS Authorization form. The code must contain the letter "O" at the end the end of budget code

Job Code	A010 Q	Arts Crafts and Related		*Location Code *Supervisor ID	0054N00	000 Q	HOUSEW BUILDIN0	RIGHT MUSIC			
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Step	Action
25.	Enter the appropriate Funding End Date . All FWS job offers must have a Funding End Date.

Job Cod	e	A010 C	Arts C	Crafts and Related		*Location Code	0054N0	000 Q	HOUSEW	RIGHT MUSIC			
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Step	Action
26.	Click the Calc Period Amt button to calculate the Total Budget Amount. Calc Period Amt

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Step	Action
27.	Click the Background Check tab.
	Background Check

Offer Details	Background Check	Outside Recruiting					 Save as Draft
Level of Back Required:	ground Check	BG00, Background Chec	<mark>k is not required.</mark> Background Check Fundin	g (Required)			K Submit for Approv
Budget Mana	ger		Purchase Order #	٩	Line #	٩	 Add Revised Offer Delete Offer Edit Offer
Budget Mana	ger Email		Foundation Fund #				
Description o	f Duties/Comments						

Step	Action
28.	The Level of Background Check Required will auto-populate from the Background Check Questionnaire on the Job Opening.
	Enter a Description of Duties for the appointment or state "refer to job opening". Enter comments as needed. Confirm the Budget Manager and Budget Manager Email is correct. Enter or look up a valid Purchase Order # and Line # for the background check. The Line # will generate based on purchase order selected.

ffer Details	Background Check	Outside Recruiting				
			Background Check Funding) (Required)	
Budget Manager			Purchase Order #	Q	Line #	۹
Budget Mana	ager Email		Foundation Fund #	10		
Description of	of Duties/Comments					
Stagehand a	nd technician for College of	Music recital halls.				
		Music recital halls.				

Step	Action
29.	Answer Questions 1, answer "No" for FWS job offers.
	For Question 2 , answer "Not Applicable" for FWS job offers.

1. Was the vacancy/po	sition advertised outside of O	?INMC
NO		
If Yes, what were the e	external advertisement sources?	?
254 characters remain	ing	
If Yes, the department	must retain a copy in their reco	ords.
	is, were applications, CV's, or	r resumes received outside of OMNI?
2. For salaried position		

Step	Action		
30.	Click Save as Draft to save		
Step	Action	***new screen- add how to save as	
31.	After saving as a draft, edit document to add attachments.	a draft before submitting for approval	

Prepare Job Offer			
Return Marcruiting Home			
Posting Title College of Music OPS Pool, 2018-2019 Job Opening Status 010 Open Job Title Arts Crafts and Related Applicant Name Testing Testing	Job Opening ID 44724 Business Unit FSU Business Unit Position Number Applicant ID 648613		
Offer Details ⑦			
Offer Details Background Check Outside Recruiting 1. Was the vacancy/position advertised outside of OMNI? NO NO If Yes, what were the external advertisement sources?	 Save as Draft Methods Submit for Approval Add Revised Offer Callete Offer ✓ Edit Offer 		
254 characters remainingIf Yes, the department must retain a copy in their records.2. For salaried positions, were applications, CV's, or resumes received outside of OMNI?			
Not Applicable			
If Yes, ensure EEO solicitation has been completed and upload an Applicant Flow Log for all candidates on Attachments tab of the job opening in OMNI.	the Activities &		

Manage Job Opening						Prepare Job Offer					
Detalls ①								Q	16 6 (1#1 V		
er Detalls Background Check											
Job Opening 48201		ty of Tallahassee		Busine	cc Unit FSU01			Save as Draft Submit for Approval			
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Job Code ACSL1	CSL-Administre	ative									
Recruiter 000106564	Jenniler Hall			Applica	nt Type Employee			Add Revised Offer			
Statue 005 Draft				Preferred (ontaot			Edit Offer			
Created By Jannifer Ha	a.		Department Conta	ots Reciving	Onboarding Notification						
			Job Offer Crea	tor Jenniter	Hall JKHALL Stepsinvalid.ts						
			Dept Rep(FSU Dept 1	bil Michael	Bradley						
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offer Components 🛞				Offer At	achmente				Upload Ca	ncel	
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sa Salary Offer Co 🖌	9.000000	~	Hourty 🖌						Contraction of the local distance		
Add Offer Component				FSU OF	er - Additional Info						
Salary Market Analysis					loyee Id 200571051						
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Step	Action
31.	After you have submitted the job offer with attached authorization form,
	a confirmation message pops up. Click the OK button.



Step	Action
32.	Navigate to the Approvals tab to review the status of the job offer in the workflow.
	To insert an additional approver, click the plus sign at the desired point, ensuring that the FWS Recruiter is listed last. Approval goes to Dept. Manger/Background Check Approver/FWS Recruiter.
	NOTE: To check the status of a job offer, go to Recruiting > Search Job Openings > across from the candidate's name, click Other Actions > Recruiting Actions > Prepare/View Job Offer > Approvals tab.
	To make edits, click Edit Offer and make the changes > Calc Period Amount > Submit for Approval.

< Manage Job Opening	Prepare Job Offer	
Prepare Job Offer		
Image: Image		Personalize
Posting Title College of Music OPS Pool, 2018-2019 Job Opening Status 010 Open Job Title Arts Crafts and Related Applicant Name Testing Testing	Job Opening ID 44724 Business Unit FSU Business Unit Position Number Applicant ID 648613	
Offer Details ⑦		Q 4 4 1 of 1
Offer Details Background Check Outside Recruiting Approvals FSU Job Offer Workflow ✓ Job Offer:Pending FSU Job Offer Workflow Pending ● Multiple Approvers ● Submit Comments		
Return 🛱 Recruiting Home		Top of Page

Congratulations! You have completed the topic.

Questions on this procedure? Contact <u>FA-FWS@fsu.edu</u>.