Creating a Job Offer from an Advertised FWS Job Opening

Required Role: FSU_SS_MANAGER

Understanding the process:

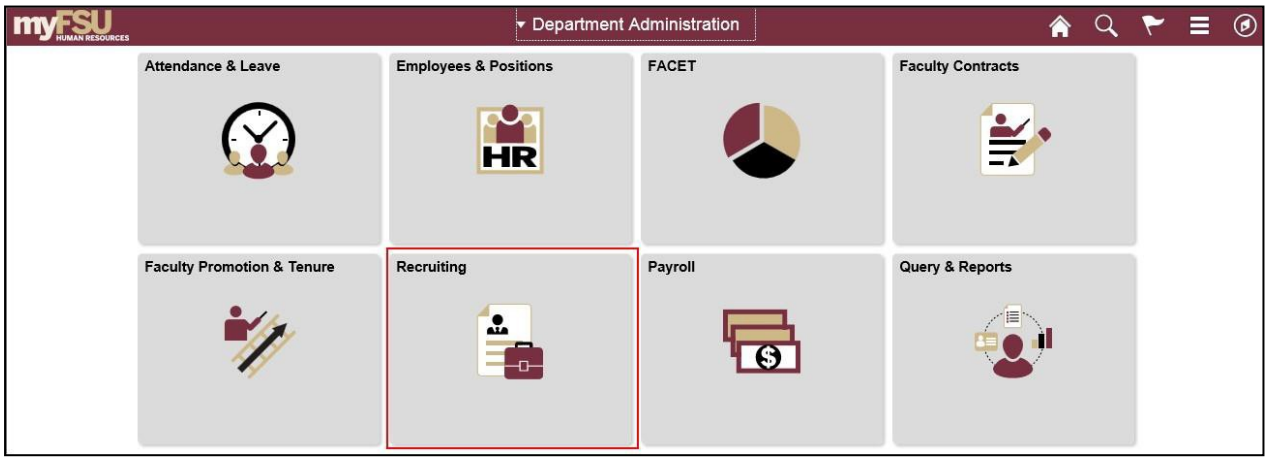
Departments can create their own FWS job openings from which to recruit and hire FWS candidates. This topic details the steps to create a job offer from an *advertised* FWS job opening in OMNI HR.

The hiring department must ensure that the top candidate qualifies, is interviewed, and pre-employment checks 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.

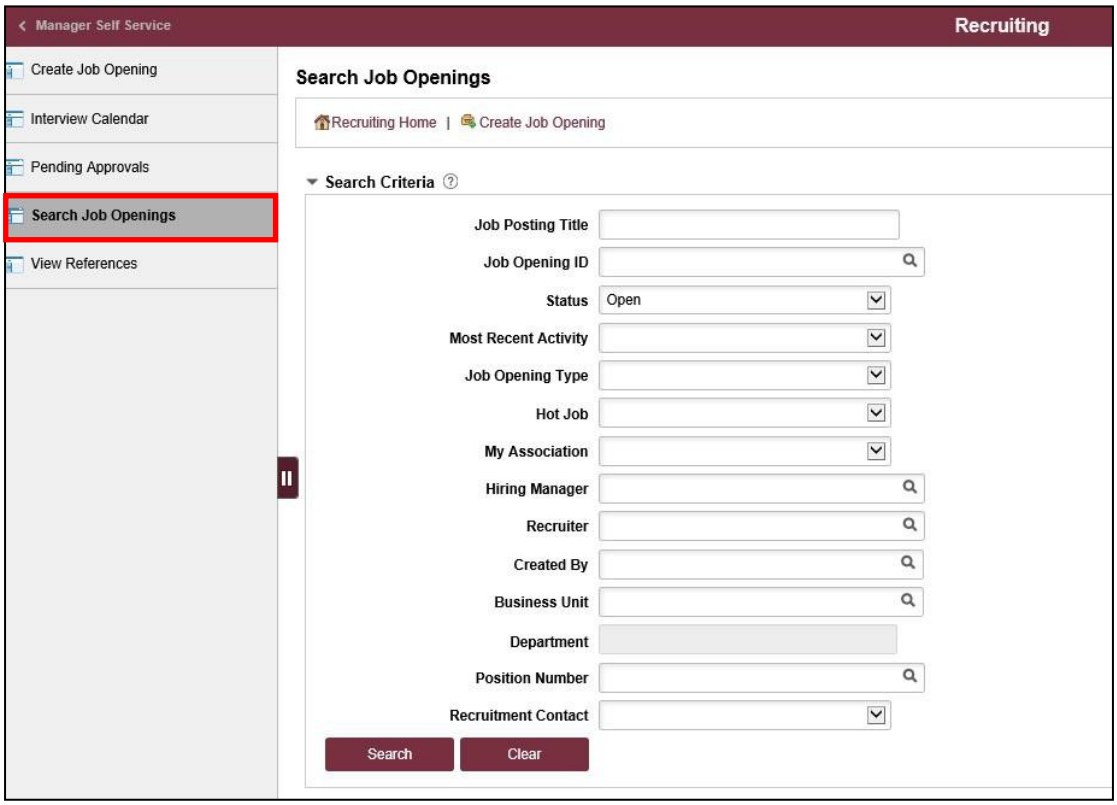
- Submit Background Check through Background Check portal:
  - https://hrapps.fsu.edu/background_check_portal/index.cfm?page=home#/
- Check OMNI to determine if student has active FWS record
  - If active FWS record, then submit ePaf
  - If not, then the candidate must complete the FWS wizard in addition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

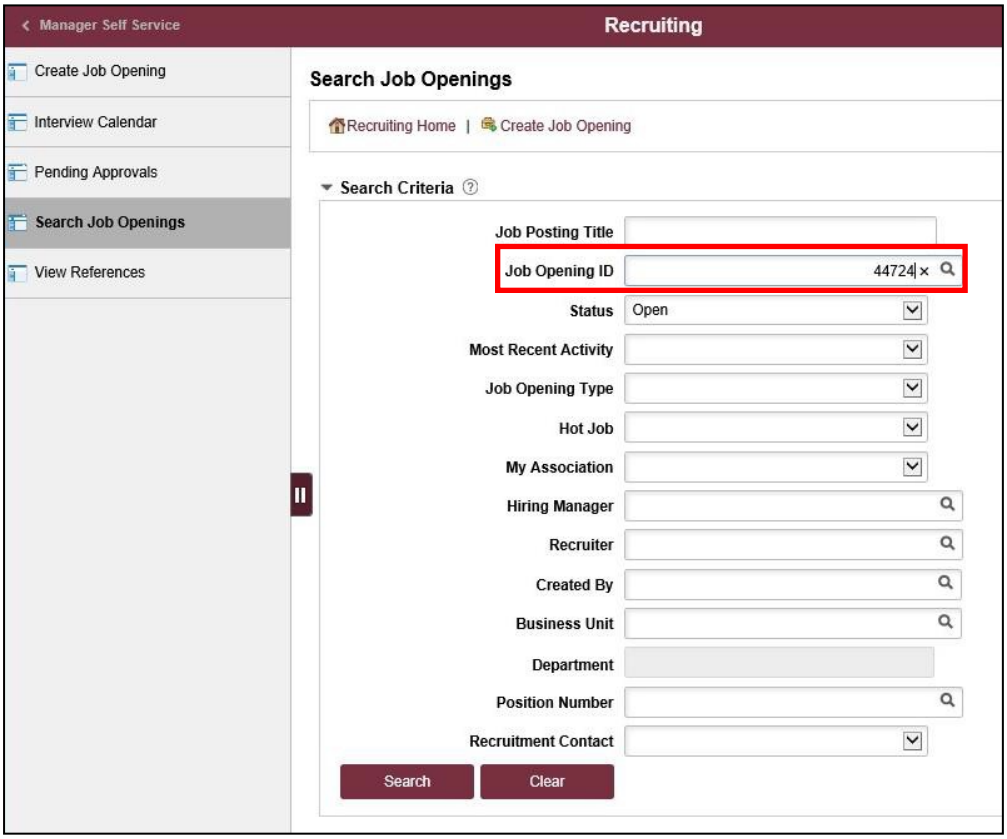
Step	Action
1.	Once logged into OMNI HR > select the Department Administration page > click the **Recruiting** tile.



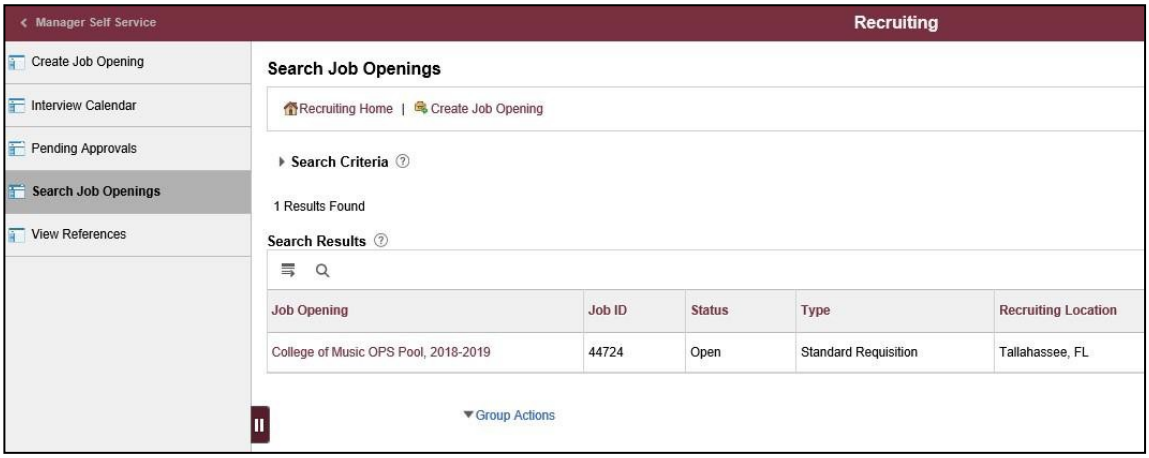
Step	Action
2.	Click the **Search Job Openings** tab.



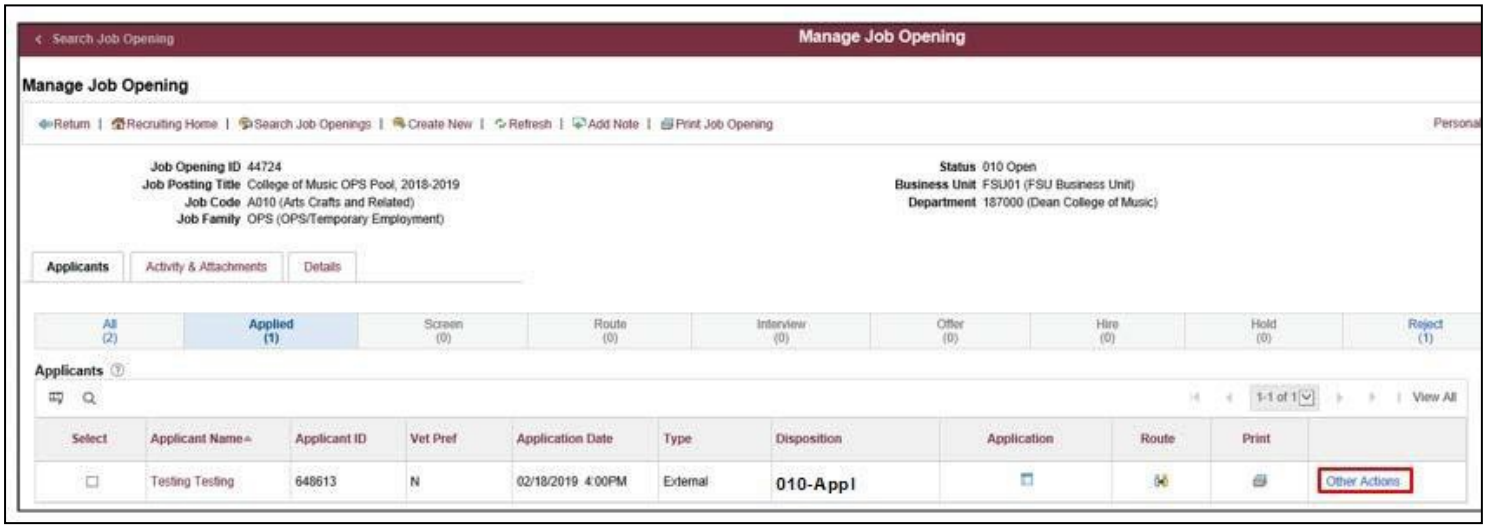
Step	Action
3.	Enter the desired **Job Opening ID**. Click the **Search** button.



Step	Action
4.	Click the desired **Job Opening** link.

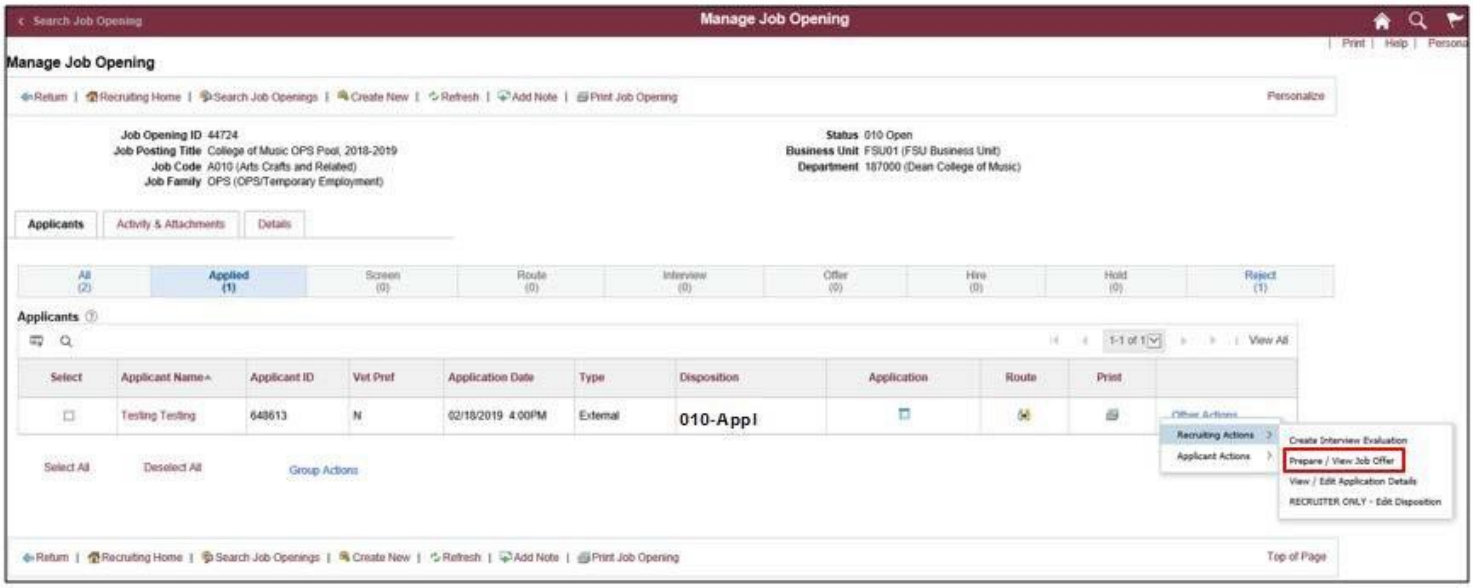


Step	Action
5.	Click the **Other Actions** dropdown list across from the selected applicant's name. ▾ Other Actions

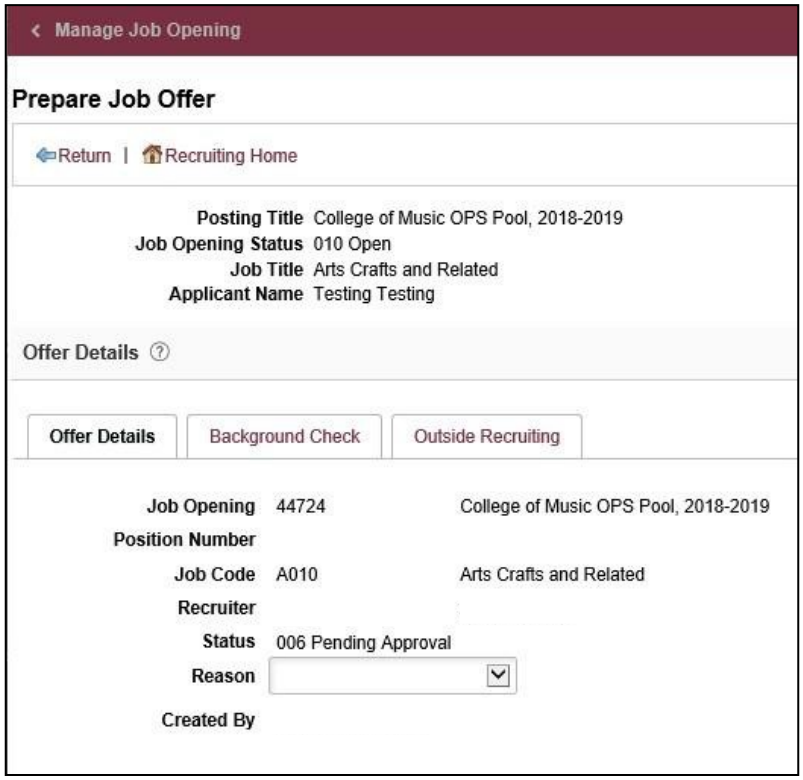


Step	Action
6.	Click the **Recruiting Actions** dropdown list.

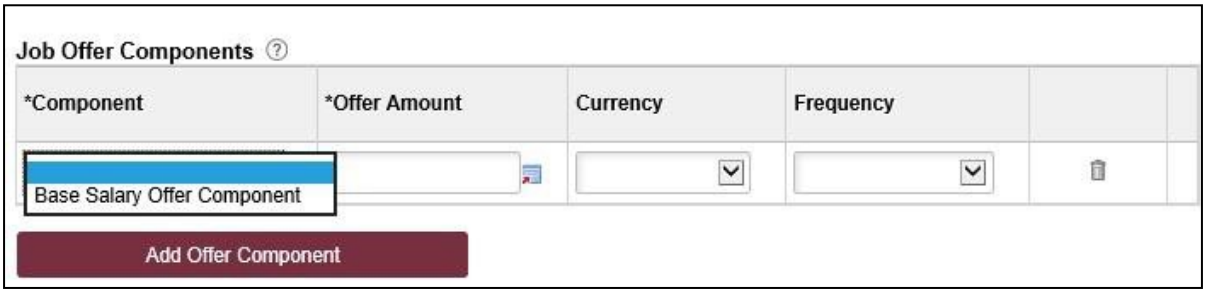
Step	Action
7.	Click **Prepare / View Job Offer**.



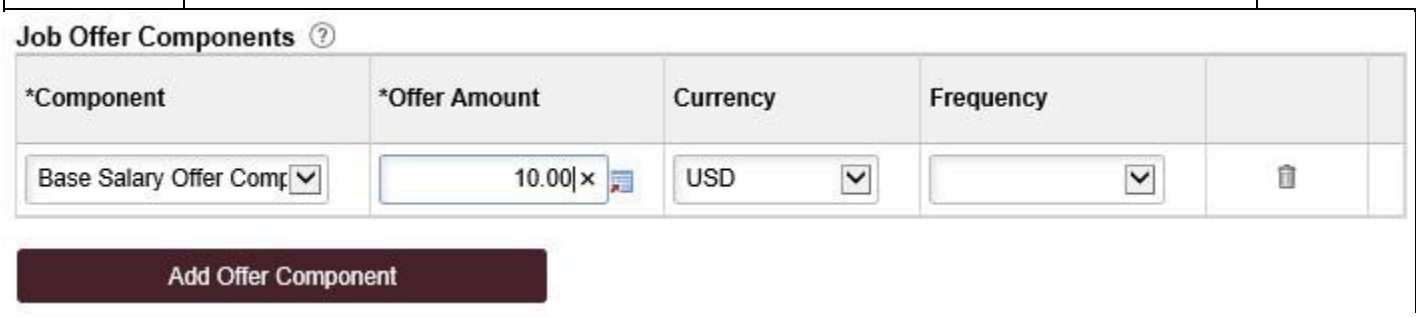
8.	Begin on the **Offer Details** tab. Offer Details **Note:** Much of the data on the Offer Details page will populate from the job opening.



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

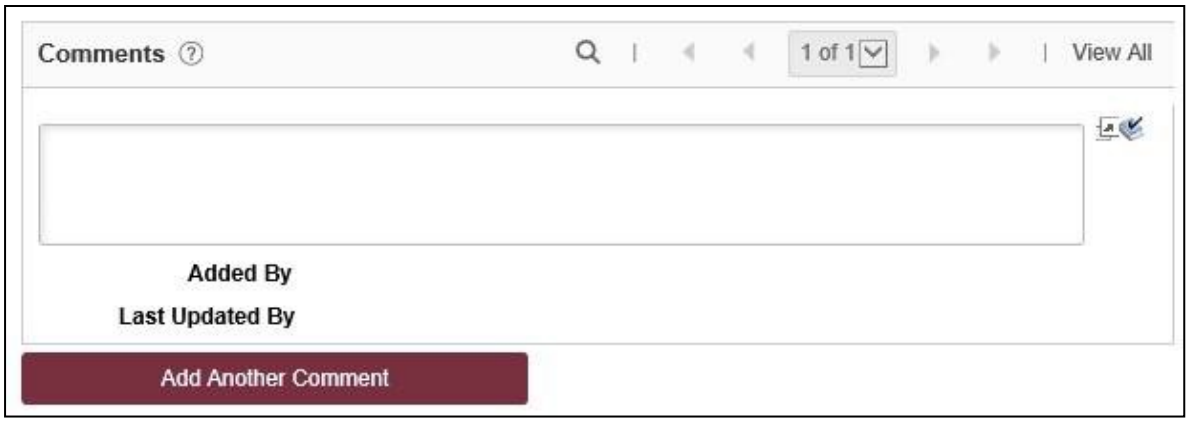


Step	Action
10.	Enter appropriate hourly rate of pay. **Currency** should be **USD**.

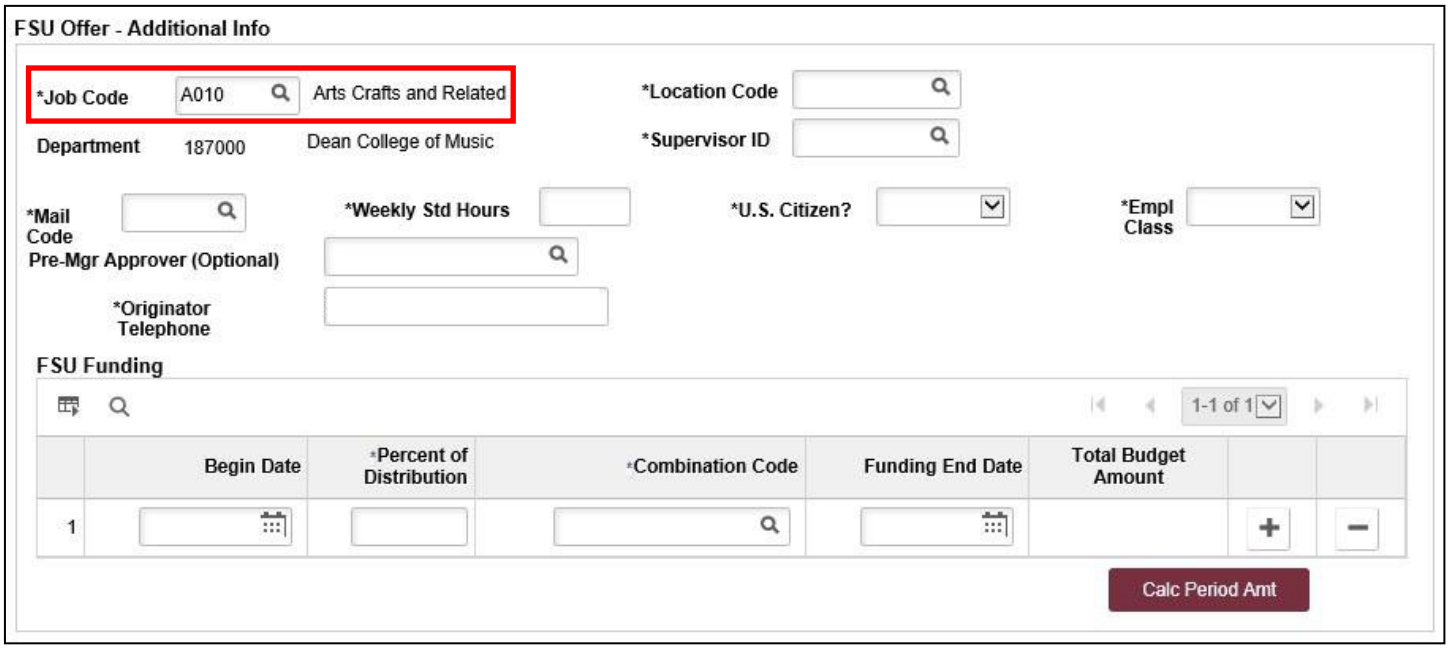


Step	Action
11.	Select an "Hourly" **Frequency**.

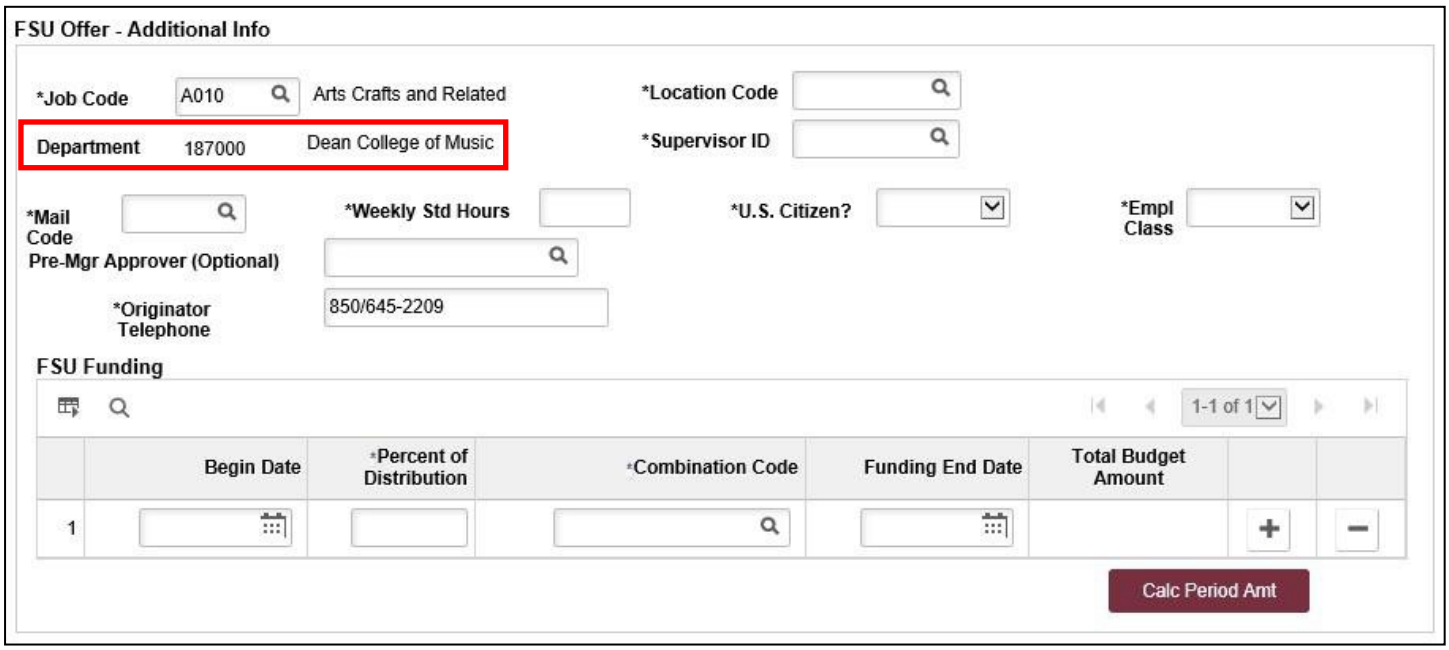
12.	Navigate to the **Comments** section. Enter information pertaining to the applicant and/or job offer, such as employee ID (if a previous employee), type of appointment (new, rehire, additional appointment), and wizard # etc.



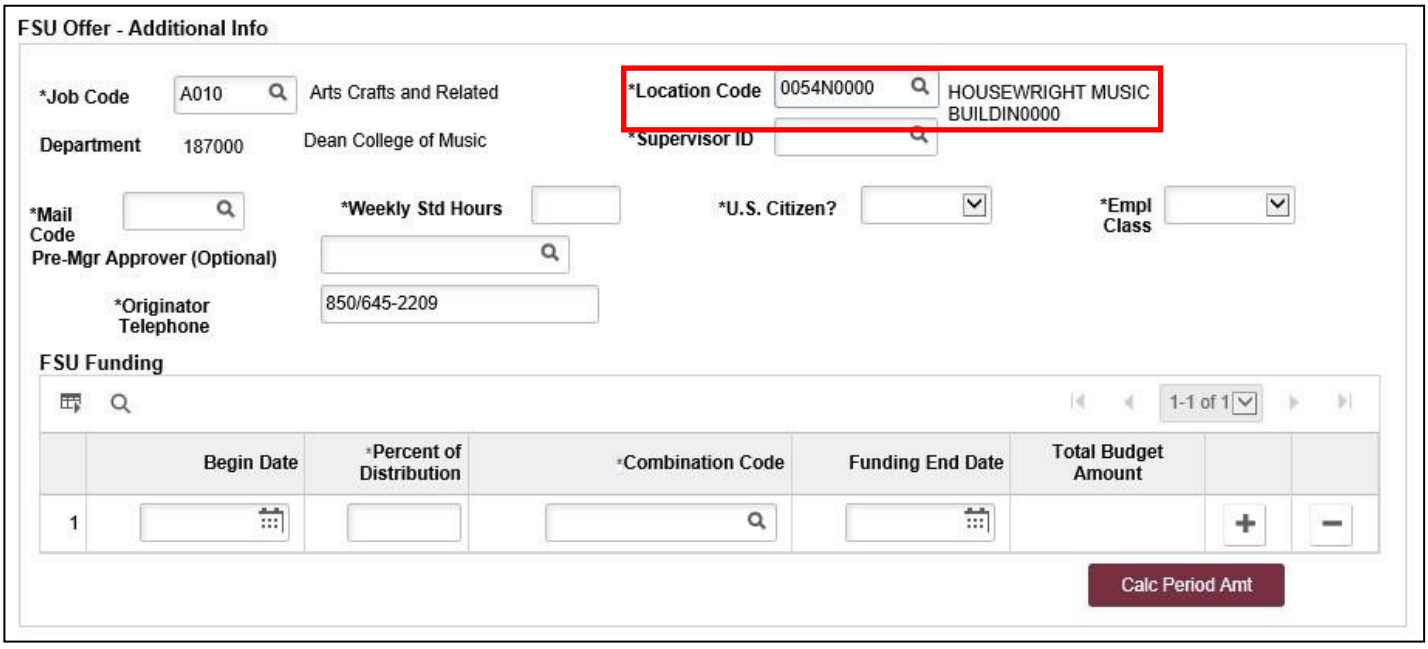
13.	Navigate to the **FSU Offer – Additional Info** section. If the candidate applied as an existing or former employee, the Employee Id field and number will display at the top of this section. The **Job Code** will automatically populate from the job opening.



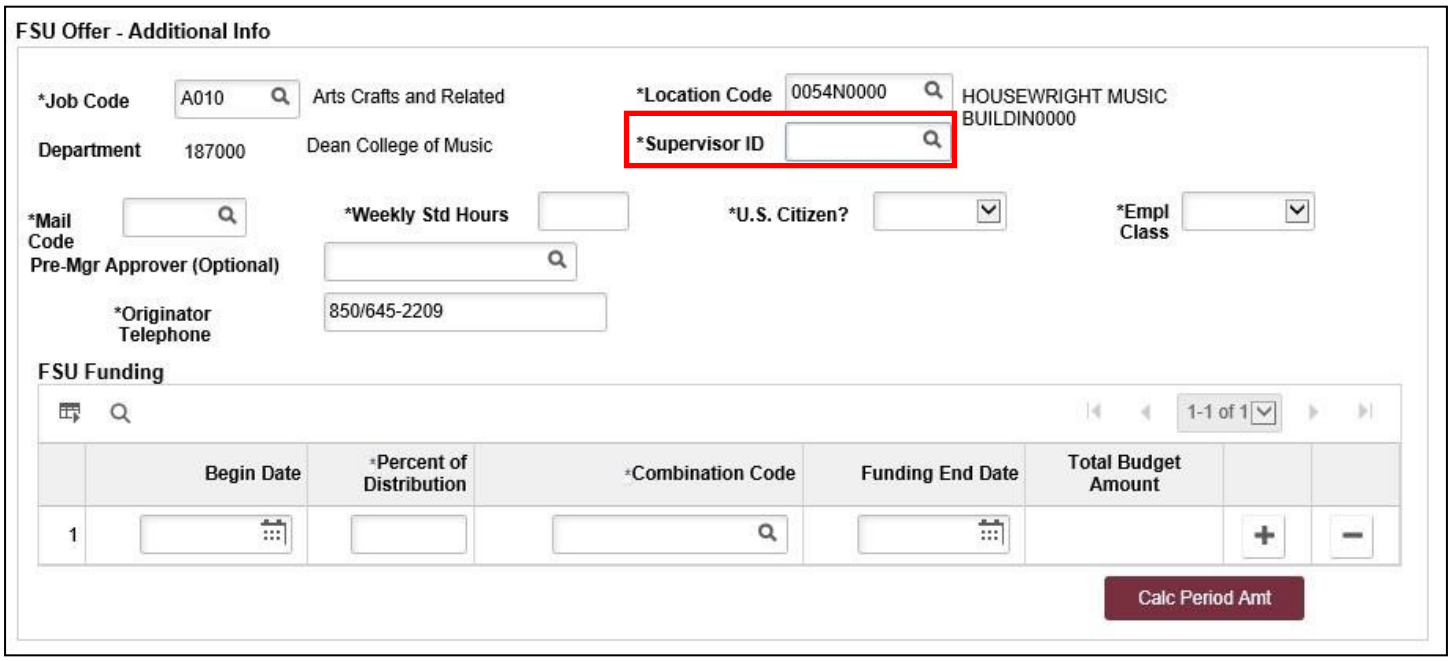
Step	Action
14.	The **Department** will automatically populate from the job opening.



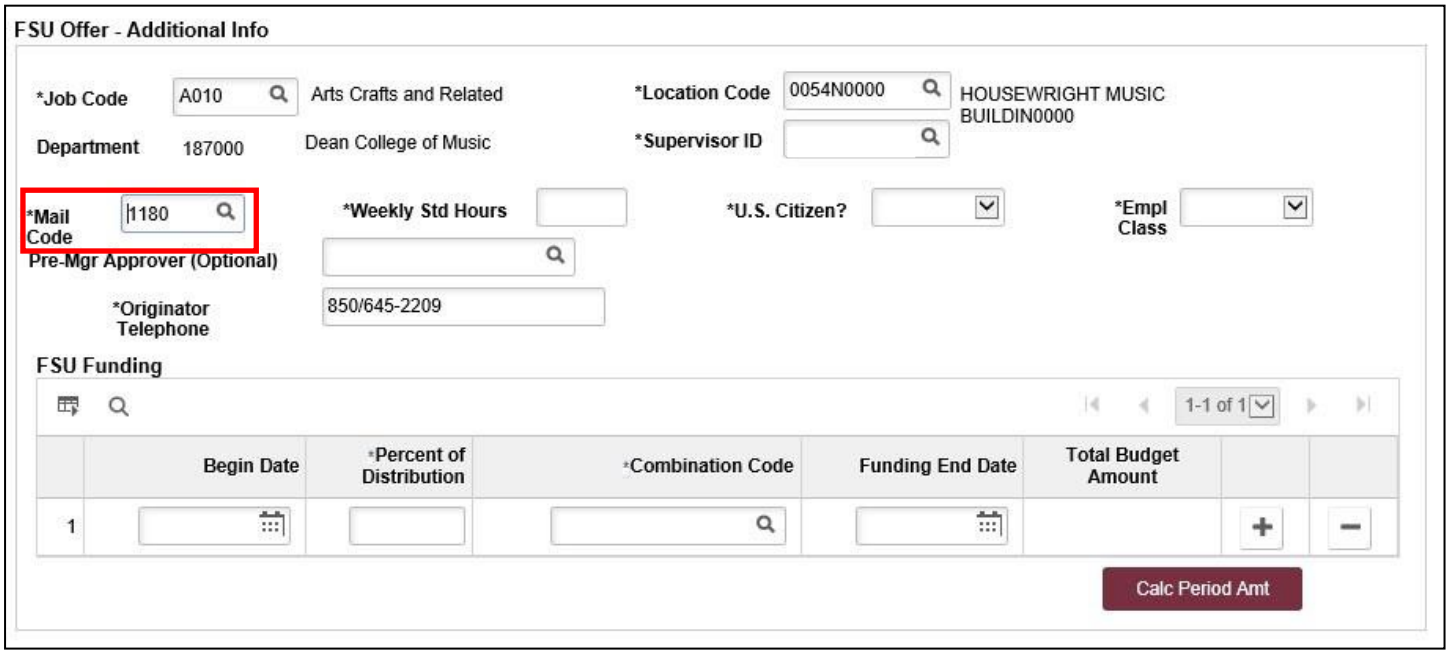
Step	Action
15.	The **Location Code** populates from the job opening. If needed, use the lookup button to search for and select the desired Location Code.



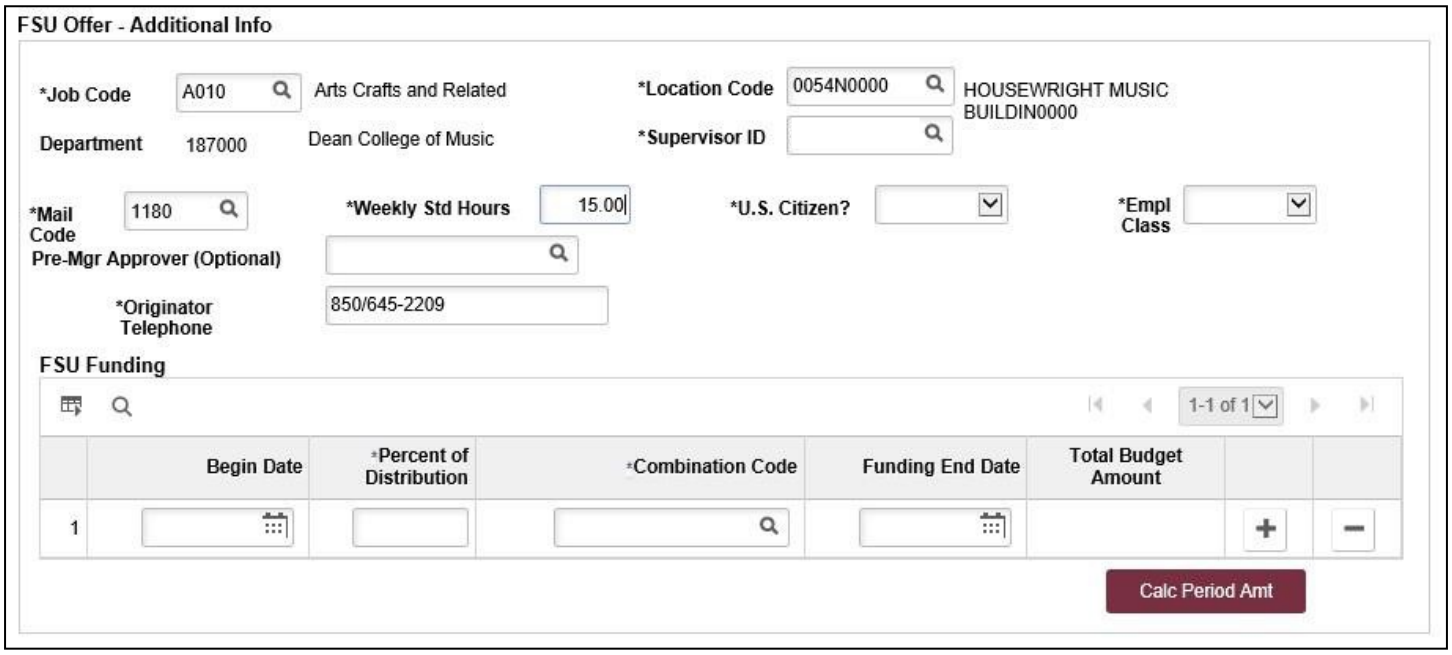
16.	Enter the appropriate **Supervisor ID** or use the lookup icon to search for the desired Supervisor ID.



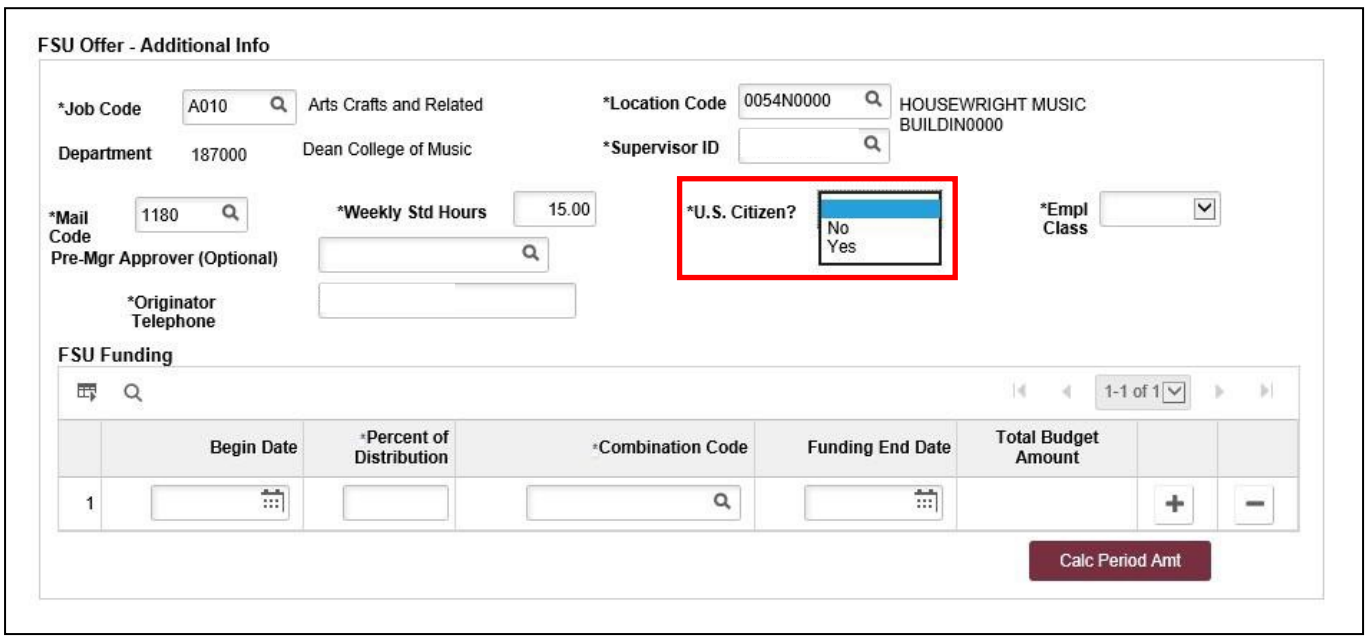
17.	Enter the appropriate **Mail Code** or use the lookup icon to search for the desired Mail Code.



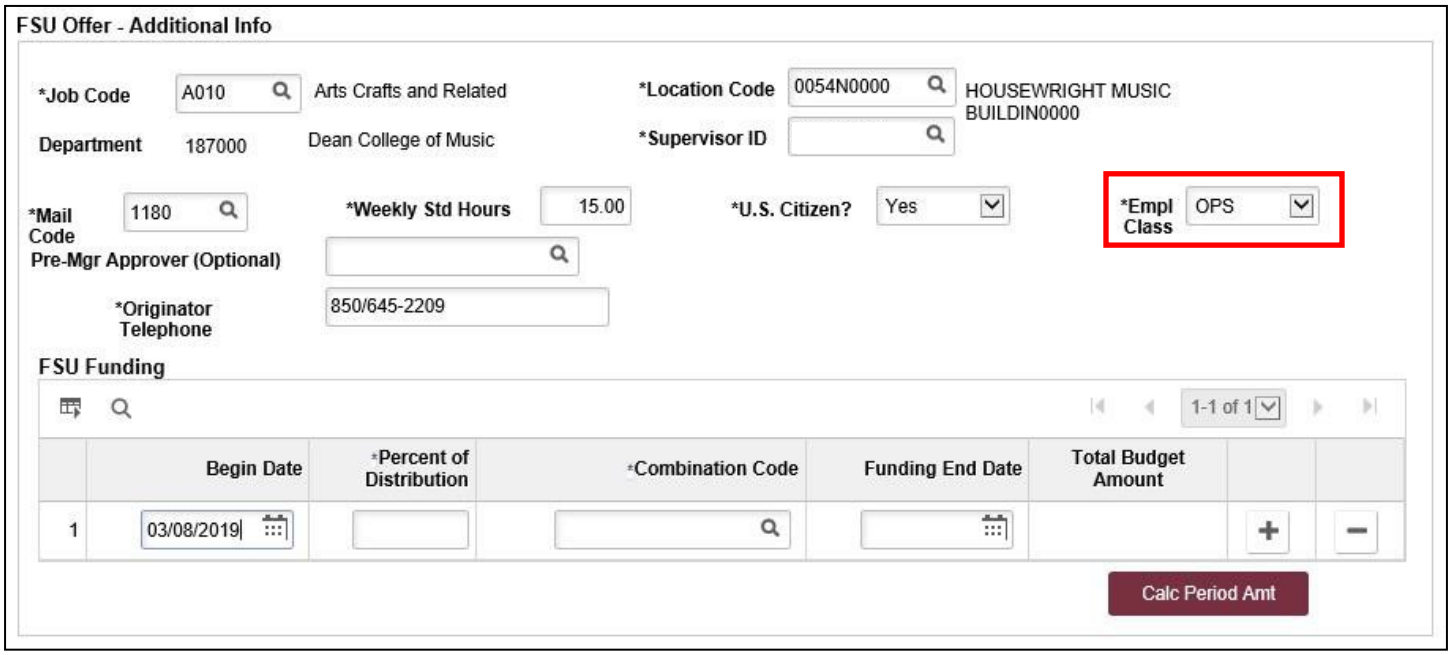
Step	Action
18.	Enter the appropriate **Weekly Std Hours**.



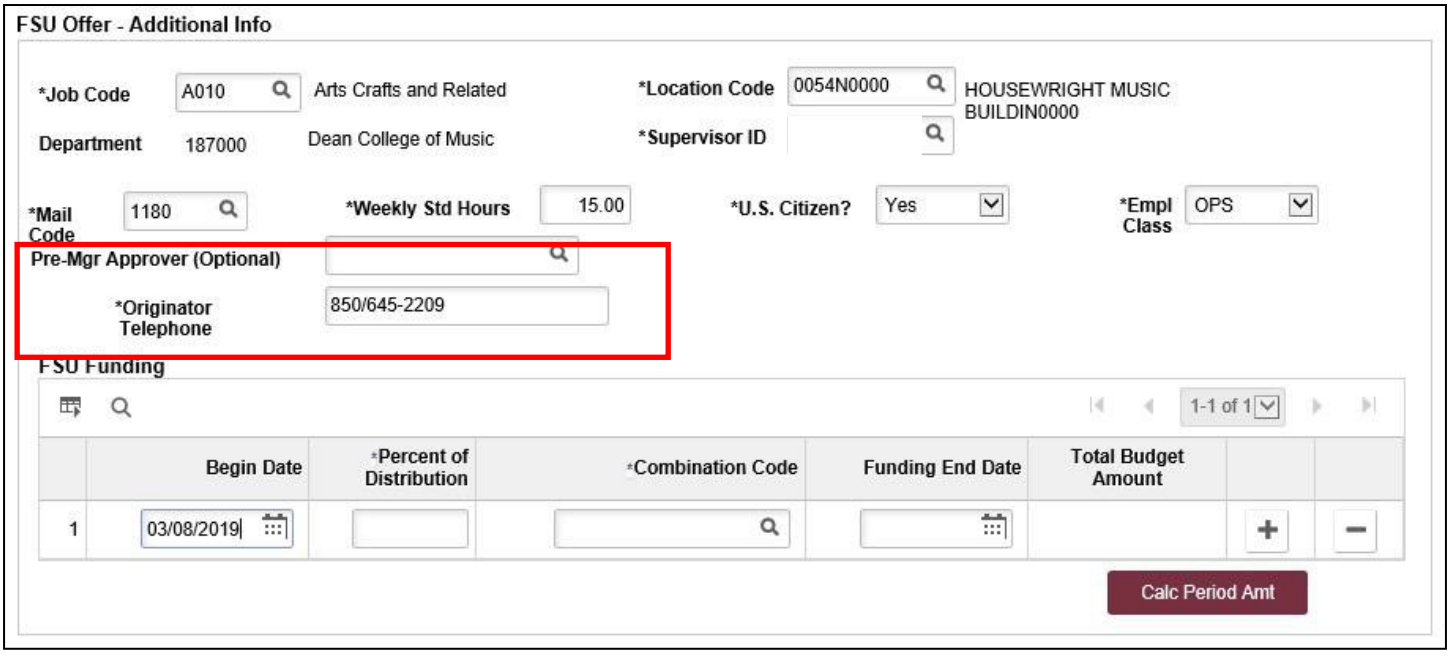
Step	Action
19.	Click the **U.S. Citizen?** list. Select the appropriate answer which is indicated on the Data Entry Worksheet.



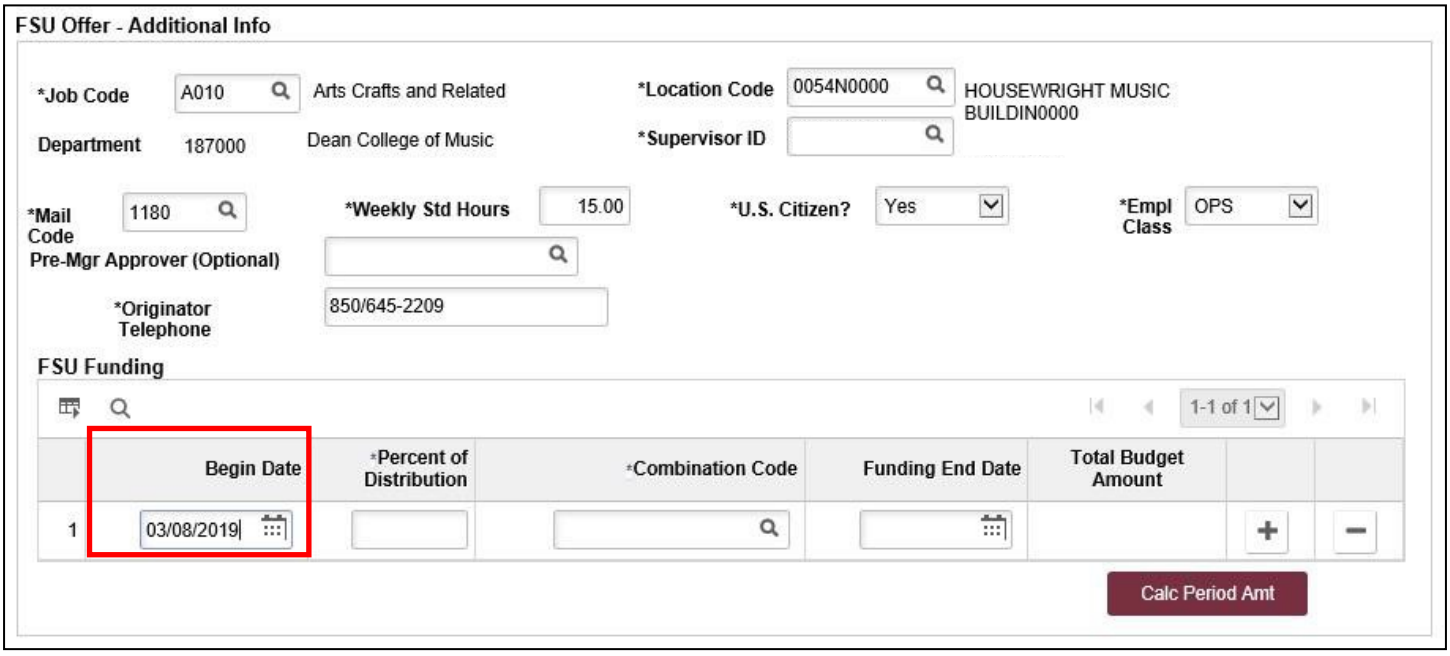
20.	The appropriate **Empl Class** will automatically populate based on the selected job code ("OPS" for FWS job offers).



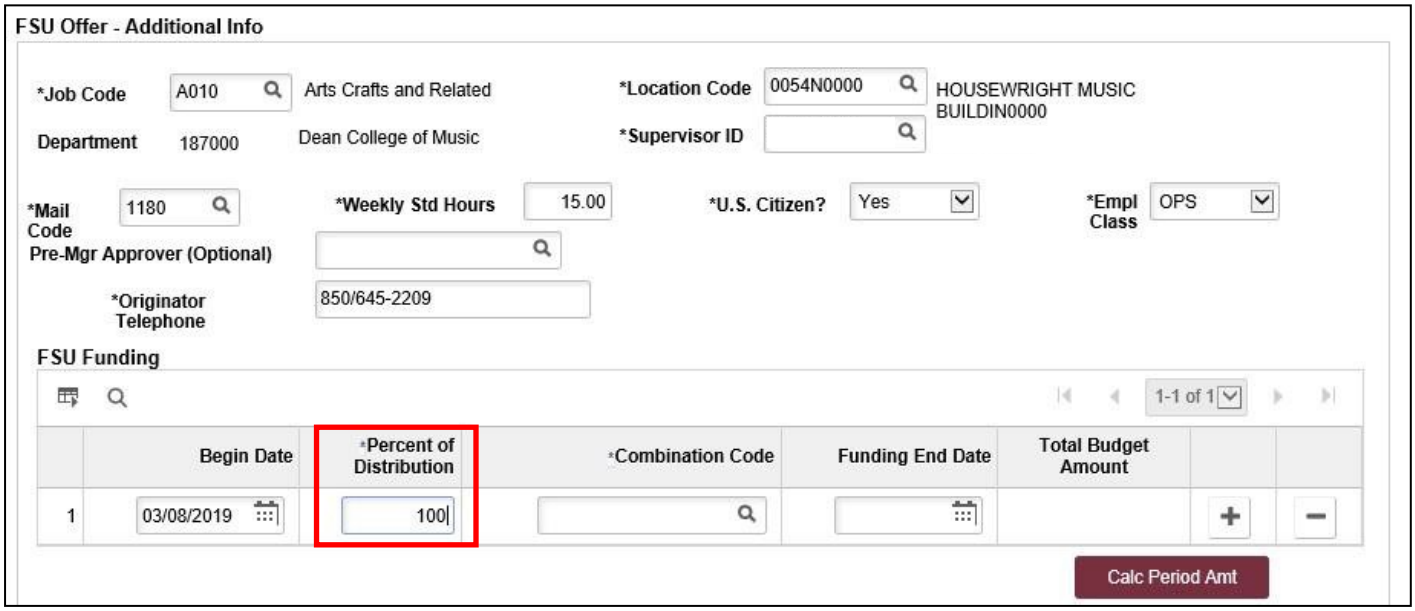
21.	The Pre-Mgr Approver field is optional. Use the lookup button to search and select a **Pre-Mgr Approver**, if desired. The **Originator Telephone** will automatically populate.



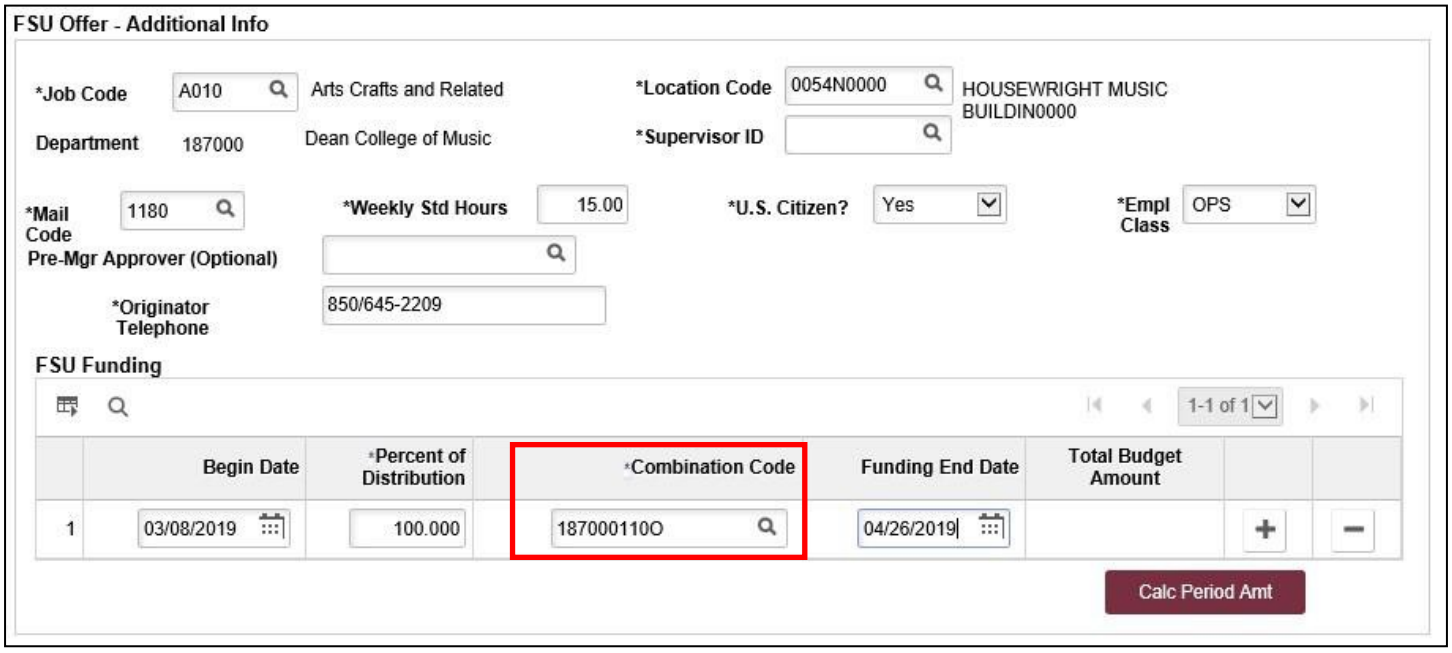
22.	Enter the **Begin Date**. Start dates should be 2 - 3 weeks out to allow time for approvals. Reference Payroll Deadlines for Personnel Actions.



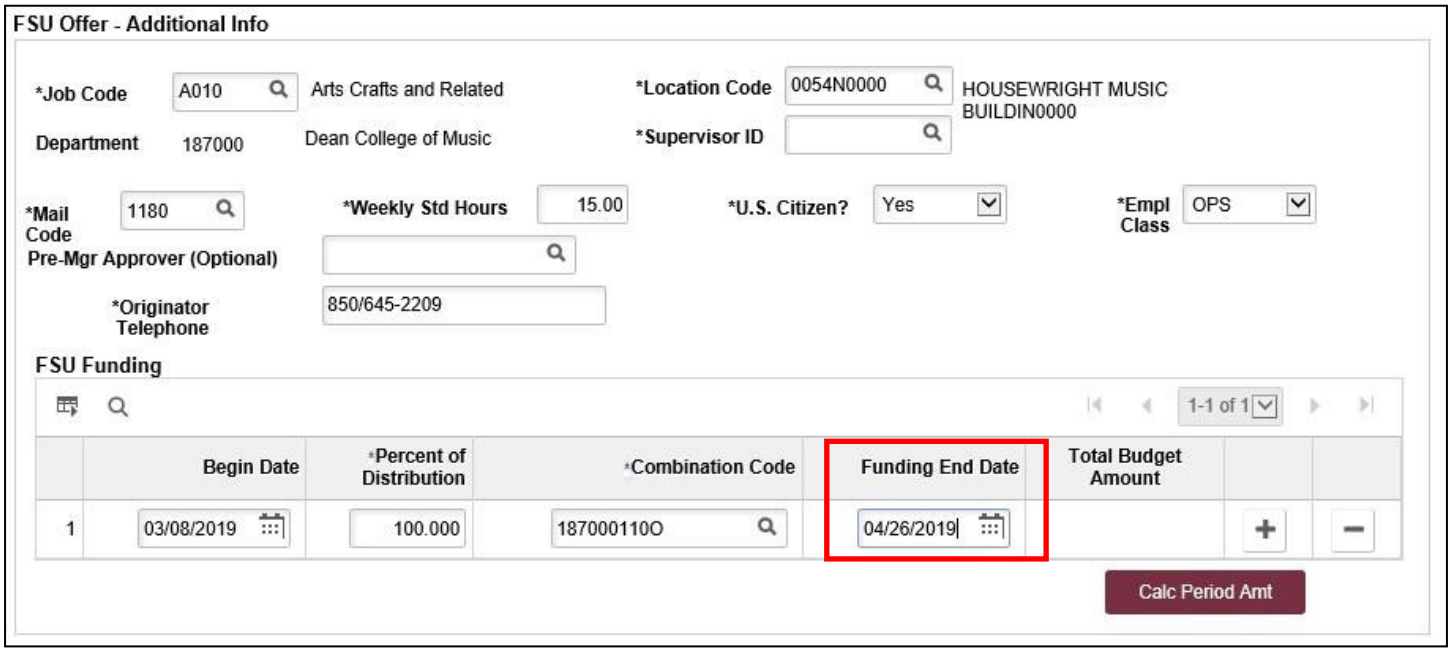
23.	Enter the appropriate funding distribution information into the **Percent of Distribution** field. **Note:** The total Percent of Distribution must equal 100%.

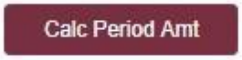


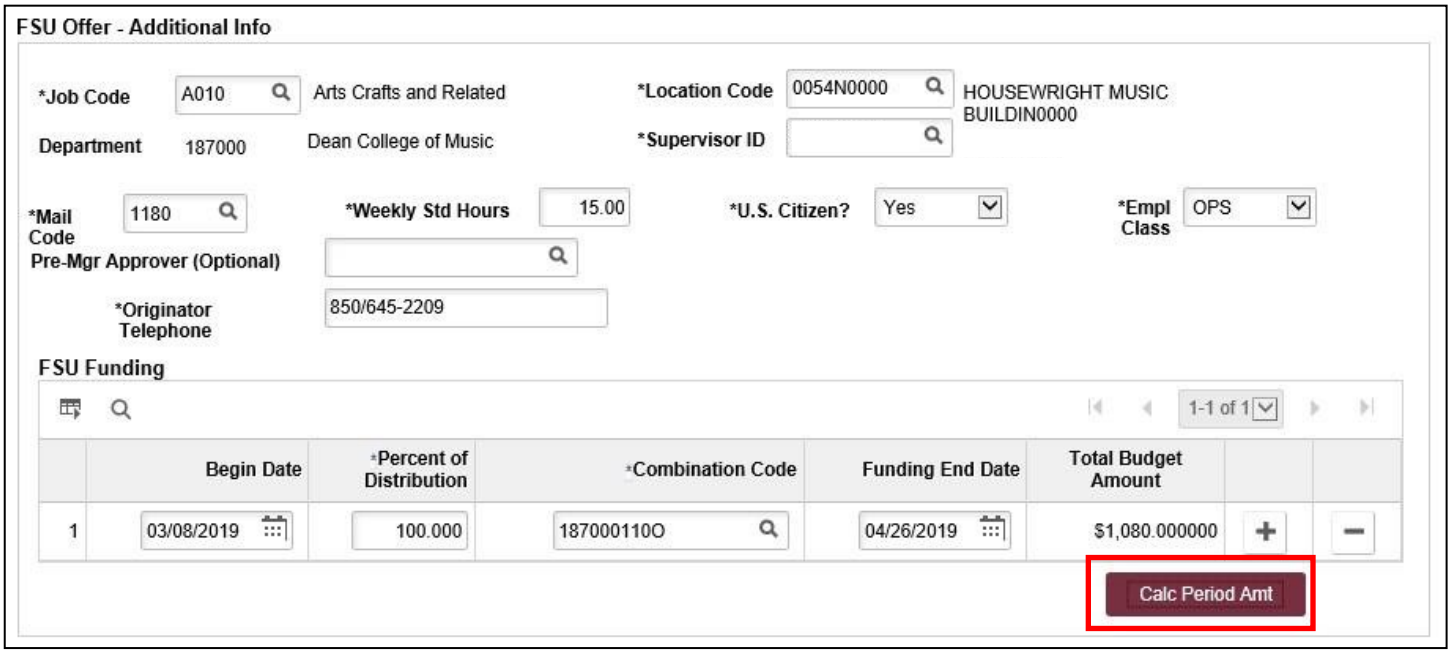
24.	Enter the appropriate **FWS Combo (budget) Code** indicated on the FWS Authorization form. The code must contain the letter "O" at the end the end of budget code

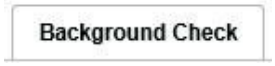


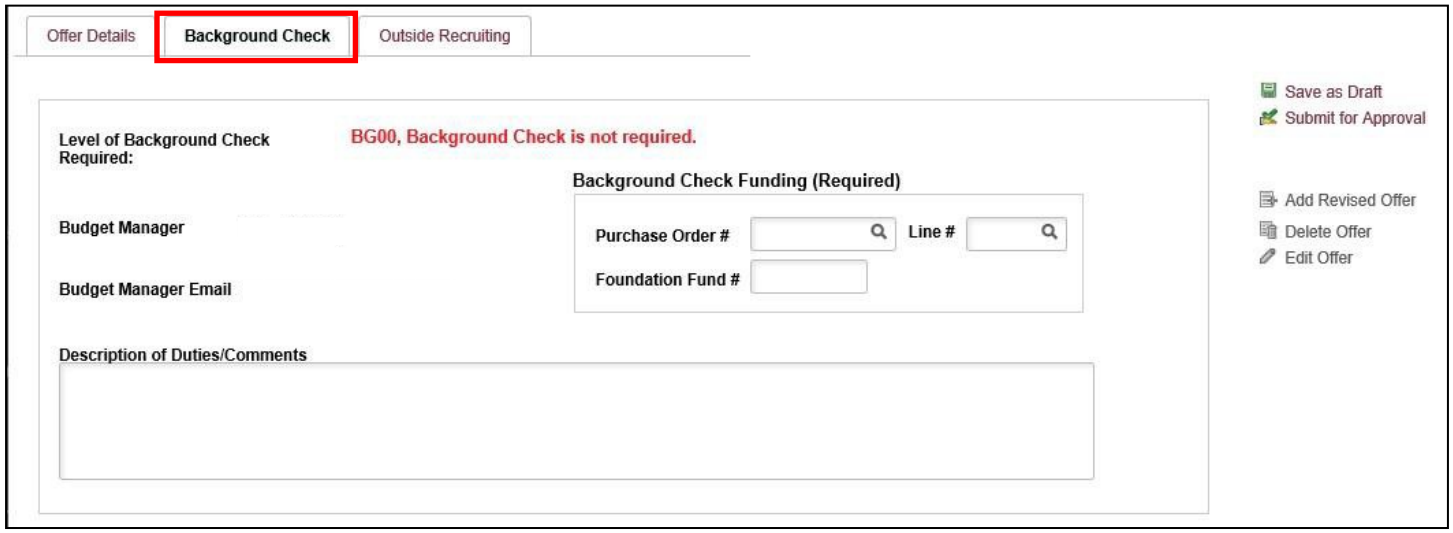
25.	Enter the appropriate **Funding End Date**. All FWS job offers must have a Funding End Date.



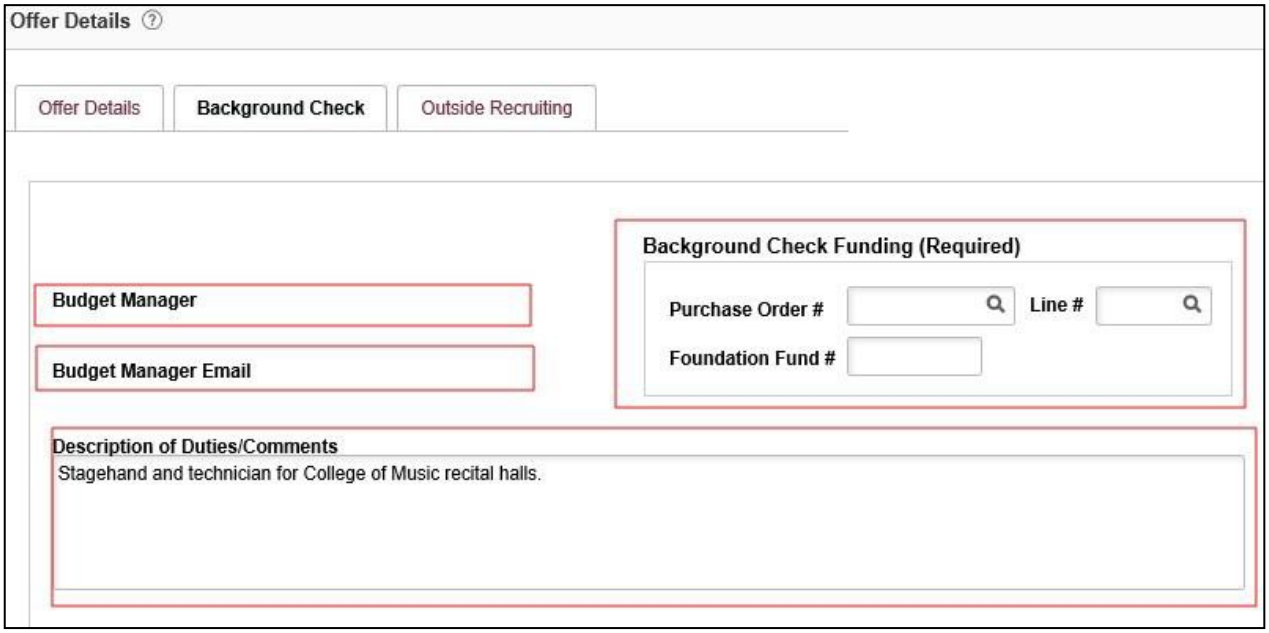
26.	Click the **Calc Period Amt** button to calculate the **Total Budget Amount**. 



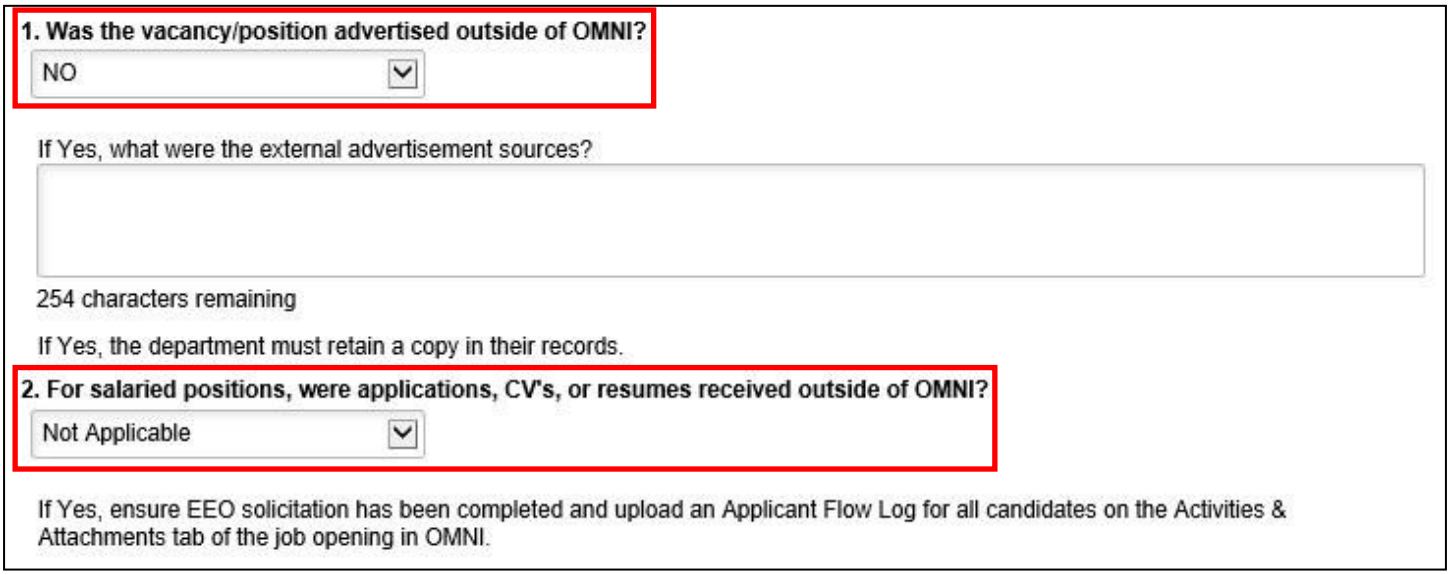
Step	Action
27.	Click the **Background Check** tab. 



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.



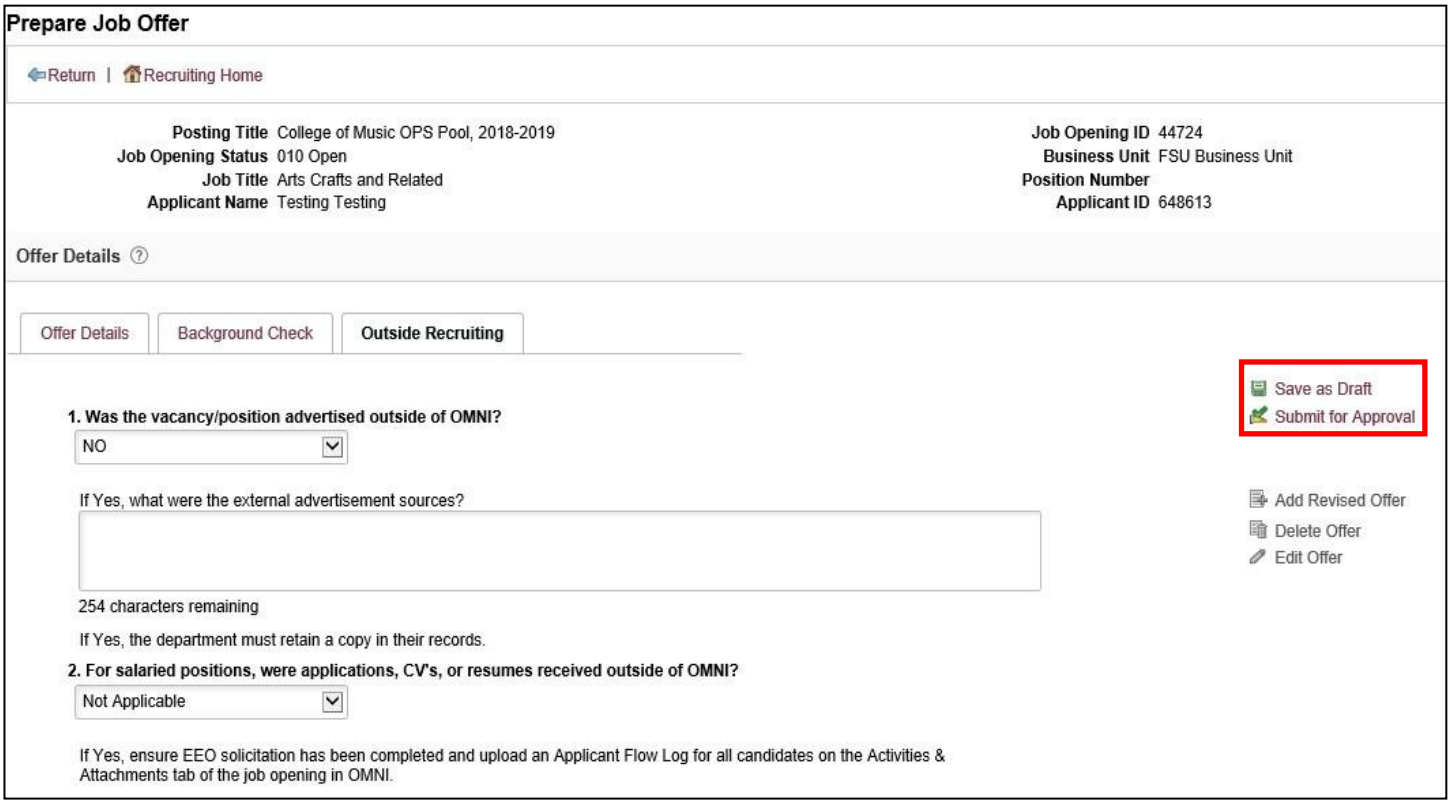
Step	Action
29.	Answer **Questions 1**, answer "No" for FWS job offers. For **Question 2**, answer "Not Applicable" for FWS job offers.

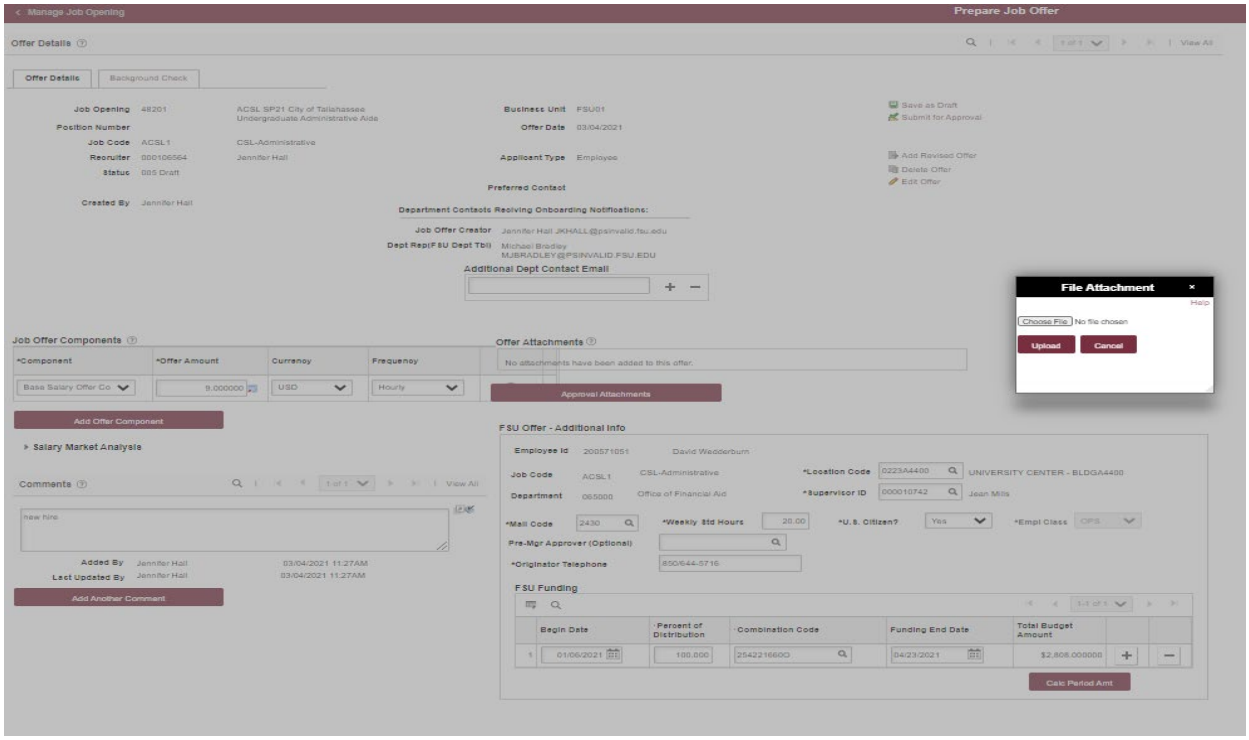


Step	Action
30.	Click **Save as Draft** to save

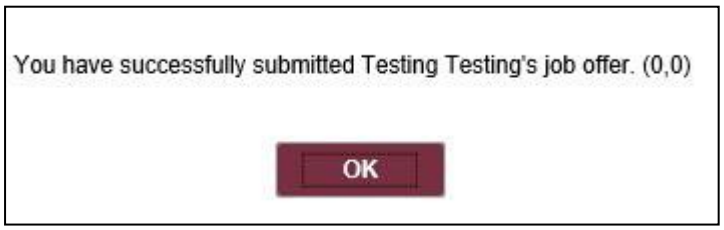
Step	Action
31.	After saving as a draft, edit document to add attachments.

***new screen- add how to save as a draft before submitting for approval

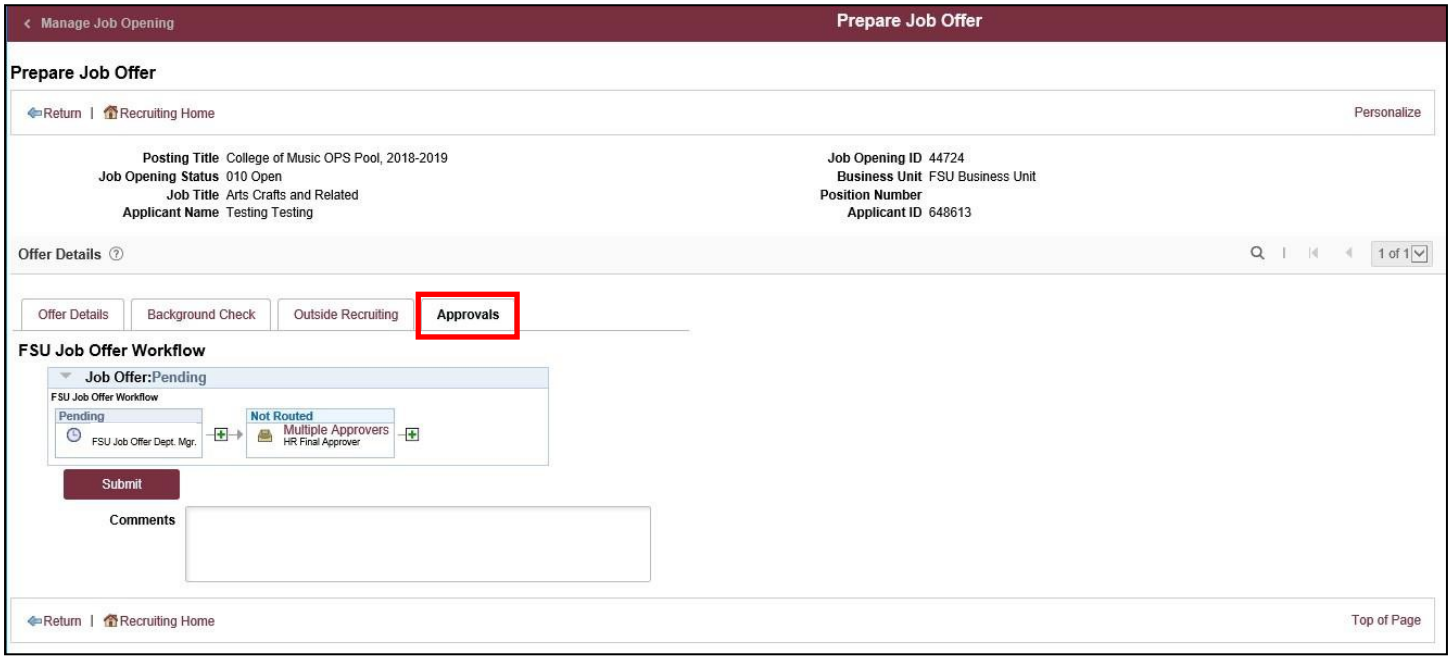




Step	Action
31.	After you have submitted the job offer with attached authorization form, a confirmation message pops up. Click the **OK** button.



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**.



Congratulations! You have completed the topic.

Questions on this procedure? Contact FA-FWS@fsu.edu.