



## **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#/](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 <b>Recruiting</b> tile.



Step	Action
2.	Click the <b>Search Job Openings</b> tab.

The screenshot displays the 'Recruiting' section of the 'Manager Self Service' interface. The left sidebar contains a list of tabs: Create Job Opening, Interview Calendar, Pending Approvals, Search Job Openings (highlighted with a red border), and View References. The main content area is titled 'Search Job Openings' and includes a breadcrumb trail: Recruiting Home | Create Job Opening. Below this is a 'Search Criteria' section with various filters and search fields:

- Job Posting Title:
- Job Opening ID:
- Status:
- Most Recent Activity:
- Job Opening Type:
- Hot Job:
- My Association:
- Hiring Manager:
- Recruiter:
- Created By:
- Business Unit:
- Department:
- Position Number:
- Recruitment Contact:

At the bottom of the search criteria section are two buttons: 'Search' and 'Clear'.

Step	Action
3.	Enter the desired <b>Job Opening ID</b> . Click the <b>Search</b> button. <div style="text-align: center; margin-top: 10px;"> <div style="background-color: #800000; color: white; padding: 5px 15px; border: 1px solid #ccc;">Search</div> </div>

< Manager Self Service
Recruiting

- Create Job Opening
- Interview Calendar
- Pending Approvals
- Search Job Openings
- View References

### Search Job Openings

Recruiting Home | 
 Create Job Opening

▼ Search Criteria ?

Job Posting Title

Job Opening ID

44724 x

Status

Most Recent Activity

Job Opening Type

Hot Job

My Association

Hiring Manager

Recruiter

Created By

Business Unit

Department

Position Number

Recruitment Contact

Search

Clear

Step	Action
4.	Click the desired <b>Job Opening</b> link.

< Manager Self Service
Recruiting

- Create Job Opening
- Interview Calendar
- Pending Approvals
- Search Job Openings
- View References

### Search Job Openings

Recruiting Home | 
 Create Job Opening

► Search Criteria ?

1 Results Found

Search Results ?

Job Opening	Job ID	Status	Type	Recruiting Location
College of Music OPS Pool, 2018-2019	44724	Open	Standard Requisition	Tallahassee, FL

▼ Group Actions

Step	Action
5.	Click the <b>Other Actions</b> dropdown list across from the selected applicant's name. <div> Other Actions </div>

Manage Job Opening

Job Opening ID 44724  
Job Posting Title College of Music OPS Pool, 2018-2019  
Job Code A010 (Arts Crafts and Related)  
Job Family OPS (OPS/Temporary Employment)

Status 010 Open  
Business Unit FSU01 (FSU Business Unit)  
Department 187000 (Dean College of Music)

Applicants Activity & Attachments Details

All (2) Applied (1) Screen (0) Route (0) Interview (0) Offer (0) Hire (0) Hold (0) Reject (1)

Applicants 1

1-1 of 1 View All

Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Type	Disposition	Application	Route	Print	Other Actions
<input type="checkbox"/>	Testing Testing	648613	N	02/18/2019 4:00PM	External	010-AppI				Other Actions

Step	Action
6.	Click the <b>Recruiting Actions</b> dropdown list.

Manage Job Opening

Job Opening ID 44724  
Job Posting Title College of Music OPS Pool, 2018-2019  
Job Code A010 (Arts Crafts and Related)  
Job Family OPS (OPS/Temporary Employment)

Status 010 Open  
Business Unit FSU01 (FSU Business Unit)  
Department 187000 (Dean College of Music)

Applicants Activity & Attachments Details

All (2) Applied (1) Screen (0) Route (0) Interview (0) Offer (0) Hire (0) Hold (0) Reject (1)

Applicants 1

1-1 of 1 View All

Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Type	Disposition	Application	Route	Print	Other Actions
<input type="checkbox"/>	Testing Testing	648613	N	02/18/2019 4:00PM	External	010-AppI				Other Actions Recruiting Actions Applicant Actions

Select All Deselect All Group Actions

Step	Action
7.	Click <b>Prepare / View Job Offer</b> .

**Manage Job Opening**

Job Opening ID: 44724  
 Job Posting Title: College of Music OPS Pool, 2018-2019  
 Job Code: A010 (Arts Crafts and Related)  
 Job Family: OPS (OPS/Temporary Employment)

Status: 010 Open  
 Business Unit: FSU01 (FSU Business Unit)  
 Department: 187000 (Dean College of Music)

**Applicants** | Activity & Attachments | Details

All (2)	Applied (1)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (1)																				
<p>Applicants 1</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Applicant Name</th> <th>Applicant ID</th> <th>Vet Pref</th> <th>Application Date</th> <th>Type</th> <th>Disposition</th> <th>Application</th> <th>Route</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Testing Testing</td> <td>648613</td> <td>N</td> <td>02/18/2019 4:00PM</td> <td>External</td> <td>010-AppI</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>									Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Type	Disposition	Application	Route	Print	<input type="checkbox"/>	Testing Testing	648613	N	02/18/2019 4:00PM	External	010-AppI			
Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Type	Disposition	Application	Route	Print																			
<input type="checkbox"/>	Testing Testing	648613	N	02/18/2019 4:00PM	External	010-AppI																						

Dropdown menu options:  
 Recruiting Actions: Create Interview Evaluation  
 Applicant Actions: **Prepare / View Job Offer**, View / Edit Application Details, RECRUITER ONLY - Edit Disposition

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

**Prepare Job Offer**

Return | Recruiting 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

**Offer Details** ?

Offer Details | Background Check | Outside Recruiting

Job Opening: 44724 College of Music OPS Pool, 2018-2019  
 Position Number:  
 Job Code: A010 Arts Crafts and Related  
 Recruiter:  
 Status: 006 Pending Approval  
 Reason:   
 Created By:

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

Job Offer Components ?

*Component	*Offer Amount	Currency	Frequency		
Base Salary Offer Component					

Add Offer Component

Step	Action
10.	Enter appropriate hourly rate of pay. <b>Currency</b> should be <b>USD</b> .

Job Offer Components ?

*Component	*Offer Amount	Currency	Frequency		
Base Salary Offer Comp	10.00	USD			

Add Offer Component

Step	Action
11.	Select an "Hourly" <b>Frequency</b> .


Job Offer Components ?

*Component	*Offer Amount	Currency	Frequency		
Base Salary Offer Comp	10.00	USD	Hourly		

Add Offer Component

Step	Action
12.	Navigate to the <b>Comments</b> 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 ? Q | ◀ ◀ 1 of 1 ▶ ▶ | View All



Added By

Last Updated By

Add Another Comment

Step	Action
13.	<p>Navigate to the <b>FSU Offer – Additional Info</b> 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.</p> <p>The <b>Job Code</b> will automatically populate from the job opening.</p>

FSU Offer - Additional Info

\*Job Code A010 Q Arts Crafts and Related

\*Location Code Q

Department 187000 Dean College of Music

\*Supervisor ID Q

\*Mail Code Q

\*Weekly Std Hours Q

\*U.S. Citizen? ▼

\*Empl Class ▼

Pre-Mgr Approver (Optional) Q

\*Originator Telephone Q

FSU Funding

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<span>Q</span>	<span>Q</span>	<span>Q</span>	<span>Q</span>		+	-

Calc Period Amt

Step	Action
14.	The <b>Department</b> will automatically populate from the job opening.

**FSU Offer - Additional Info**

\*Job Code  Arts Crafts and Related

\*Location Code

**Department**  Dean College of Music

\*Supervisor ID

\*Mail Code

\*Weekly Std Hours

\*U.S. Citizen? ☐

\*Empl Class

Pre-Mgr Approver (Optional)

\*Originator Telephone

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		+	-

Calc Period Amt

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

**FSU Offer - Additional Info**

\*Job Code  Arts Crafts and Related

\*Location Code  HOUSEWRIGHT MUSIC BUILDIN0000

Department  Dean College of Music

\*Supervisor ID

\*Mail Code

\*Weekly Std Hours

\*U.S. Citizen? ☐

\*Empl Class

Pre-Mgr Approver (Optional)


\*Originator Telephone

**FSU Funding**



	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		+	-


Calc Period Amt







Step	Action
16.	Enter the appropriate <b>Supervisor ID</b> or use the lookup icon to search for the desired Supervisor ID. 

**FSU Offer - Additional Info**

\*Job Code   Arts Crafts and Related      \*Location Code   HOUSEWRIGHT MUSIC BUILDIN0000




Department 187000 Dean College of Music      \*Supervisor ID  






\*Mail Code        \*Weekly Std Hours       \*U.S. Citizen?        \*Empl Class  


Pre-Mgr Approver (Optional)  

\*Originator Telephone

**FSU Funding**



  1-1 of 1 


	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/> 	<input type="text"/>	<input type="text"/> 	<input type="text"/> 			







Step	Action
17.	Enter the appropriate <b>Mail Code</b> or use the lookup icon to search for the desired Mail Code.

**FSU Offer - Additional Info**

\*Job Code   Arts Crafts and Related      \*Location Code   HOUSEWRIGHT MUSIC BUILDIN0000




Department 187000 Dean College of Music      \*Supervisor ID  






\*Mail Code        \*Weekly Std Hours       \*U.S. Citizen?        \*Empl Class  


Pre-Mgr Approver (Optional)  

\*Originator Telephone

**FSU Funding**

  1-1 of 1 

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/> 	<input type="text"/>	<input type="text"/> 	<input type="text"/> 			



Step	Action
18.	Enter the appropriate <b>Weekly Std Hours</b> .

**FSU Offer - Additional Info**

\*Job Code  Arts Crafts and Related      \*Location Code  HOUSEWRIGHT MUSIC BUILDIN0000

Department 187000 Dean College of Music      \*Supervisor ID

\*Mail Code       \*Weekly Std Hours       \*U.S. Citizen? ☐      \*Empl Class ☐

Pre-Mgr Approver (Optional)

\*Originator Telephone

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		+	-

Calc Period Amt

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

**FSU Offer - Additional Info**

\*Job Code  Arts Crafts and Related      \*Location Code  HOUSEWRIGHT MUSIC BUILDIN0000

Department 187000 Dean College of Music      \*Supervisor ID

\*Mail Code       \*Weekly Std Hours       \*U.S. Citizen? ☐      \*Empl Class ☐

Pre-Mgr Approver (Optional)

\*Originator Telephone

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		+	-

Calc Period Amt

Step	Action
20.	The appropriate <b>Empl Class</b> will automatically populate based on the selected job code ("OPS" for FWS job offers).

**FSU Offer - Additional Info**

\*Job Code  Arts Crafts and Related      \*Location Code  HOUSEWRIGHT MUSIC BUILDIN0000

Department 187000 Dean College of Music      \*Supervisor ID

\*Mail Code       \*Weekly Std Hours       \*U.S. Citizen? Yes ☐      **\*Empl Class** OPS ☐

Pre-Mgr Approver (Optional)

\*Originator Telephone

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text" value="03/08/2019"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		+	-

Calc Period Amt

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

**FSU Offer - Additional Info**

\*Job Code  Arts Crafts and Related      \*Location Code  HOUSEWRIGHT MUSIC BUILDIN0000

Department 187000 Dean College of Music      \*Supervisor ID

\*Mail Code       \*Weekly Std Hours       \*U.S. Citizen? Yes ☐      \*Empl Class OPS ☐

**Pre-Mgr Approver (Optional)**

\*Originator Telephone

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text" value="03/08/2019"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		+	-

Calc Period Amt

Step	Action
22.	Enter the <b>Begin Date</b> . Start dates should be 2 - 3 weeks out to allow time for approvals. Reference Payroll Deadlines for Personnel Actions.

**FSU Offer - Additional Info**

\*Job Code  Arts Crafts and Related      \*Location Code  HOUSEWRIGHT MUSIC BUILDIN0000

Department 187000 Dean College of Music      \*Supervisor ID

\*Mail Code       \*Weekly Std Hours       \*U.S. Citizen? Yes ☒      \*Empl Class

Pre-Mgr Approver (Optional)

\*Originator Telephone

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text" value="03/08/2019"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		+	-

Calc Period Amt

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

**FSU Offer - Additional Info**

\*Job Code  Arts Crafts and Related      \*Location Code  HOUSEWRIGHT MUSIC BUILDIN0000

Department 187000 Dean College of Music      \*Supervisor ID

\*Mail Code       \*Weekly Std Hours       \*U.S. Citizen? Yes ☒      \*Empl Class


Pre-Mgr Approver (Optional)

\*Originator Telephone

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text" value="03/08/2019"/>	<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>		+	-

Calc Period Amt

Step	Action
24.	Enter the appropriate funding <b>FWS Combo (budget) Code</b> indicated on the FWS Authorization form.  The code must contain the letter "O" at the end the end of budget code

**FSU Offer - Additional Info**

\*Job Code  Arts Crafts and Related      \*Location Code  HOUSEWRIGHT MUSIC BUILDIN0000  
 Department 187000 Dean College of Music      \*Supervisor ID

\*Mail Code       \*Weekly Std Hours       \*U.S. Citizen? Yes ☒      \*Empl Class OPS ☒  
 Pre-Mgr Approver (Optional)   
 \*Originator Telephone

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text" value="03/08/2019"/>	<input type="text" value="100.000"/>	<input type="text" value="187000110O"/>	<input type="text" value="04/26/2019"/>		+	-

Calc Period Amt

Step	Action
25.	Enter the appropriate <b>Funding End Date</b> . All FWS job offers must have a Funding End Date.

**FSU Offer - Additional Info**

\*Job Code  Arts Crafts and Related      \*Location Code  HOUSEWRIGHT MUSIC BUILDIN0000  
 Department 187000 Dean College of Music      \*Supervisor ID

\*Mail Code       \*Weekly Std Hours       \*U.S. Citizen? Yes ☒      \*Empl Class OPS ☒  
 Pre-Mgr Approver (Optional)   
 \*Originator Telephone

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text" value="03/08/2019"/>	<input type="text" value="100.000"/>	<input type="text" value="187000110O"/>	<input type="text" value="04/26/2019"/>		+	-

Calc Period Amt

Step	Action
26.	Click the <b>Calc Period Amt</b> button to calculate the <b>Total Budget Amount</b> .  <div>Calc Period Amt</div>

**FSU Offer - Additional Info**

\*Job Code  Arts Crafts and Related      \*Location Code  HOUSEWRIGHT MUSIC BUILDIN0000  
Department  Dean College of Music      \*Supervisor ID

\*Mail Code       \*Weekly Std Hours       \*U.S. Citizen?       \*Empl Class

Pre-Mgr Approver (Optional)

\*Originator Telephone

**FSU Funding**

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text" value="03/08/2019"/>	<input type="text" value="100.000"/>	<input type="text" value="1870001100"/>	<input type="text" value="04/26/2019"/>	<input type="text" value="\$1,080.000000"/>	<input type="text" value="+"/>	<input type="text" value="-"/>

Calc Period Amt

Step	Action
27.	Click the <b>Background Check</b> tab.  <div>Background Check</div>

Offer Details **Background Check** Outside Recruiting

Level of Background Check Required: **BG00, Background Check is not required.**

Budget Manager

Budget Manager Email

Description of Duties/Comments

**Background Check Funding (Required)**

Purchase Order #  Line #

Foundation Fund #

☐ Save as Draft  
☐ Submit for Approval  
☐ Add Revised Offer  
☐ Delete Offer  
☐ Edit Offer

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

Offer Details ?

Offer Details

Background Check

Outside Recruiting

Budget Manager

Budget Manager Email

Background Check Funding (Required)

Purchase Order #

Line #

Foundation Fund #

Description of Duties/Comments

Stagehand and technician for College of Music recital halls.

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

**1. Was the vacancy/position advertised outside of OMNI?**

NO

If Yes, what were the external advertisement sources?

254 characters remaining

If 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 the Activities & Attachments tab of the job opening in OMNI.



Step	Action
30.	Click <b>Save as Draft</b> 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

Prepare Job Offer

Return

Recruiting 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 ?

Offer Details

Background Check

Outside Recruiting

1. Was the vacancy/position advertised outside of OMNI?

NO

If Yes, what were the external advertisement sources?

254 characters remaining

If 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 the Activities & Attachments tab of the job opening in OMNI.

Save as Draft

Submit for Approval

Add Revised Offer

Delete Offer

Edit Offer

Manage Job Opening
Prepare Job Offer

Offer Details

Background Check

Job Opening

48201

ACSL SP21 City of Tallahassee Undergraduate Administrative Aide

Business Unit

FSU01

Offer Date

03/04/2021

Save as Draft

Submit for Approval

Add Revised Offer

Delete Offer

Edit Offer

Job Code

ACSL1

CSL-Administrative

Resourcer

000106564

Jennifer Hall

Applicant Type

Employee

Preferred Contact

Department Contacts Receiving Onboarding Notifications:

Job Offer Creator

Jennifer Hall JKHALL@psmvald.fsu.edu

Dept Rep(FSU Dept Tbl)

Michael Brodley MJBRODLEY@PSMVALD.FSU.EDU

Additional Dept Contact Email

+

-

Created By

Jennifer Hall

Job Offer Components

*Component	*Offer Amount	Currency	Frequency
Base Salary Offer Co.	9.000000	USD	Hourly

Add Offer Component

Salary Market Analysis

Comments

New Note

Added By

Jennifer Hall

03/04/2021 11:27AM

Last Updated By

Jennifer Hall

03/04/2021 11:27AM

Add Another Comment

Offer Attachments

No attachments have been added to this offer.

Approval Attachments

File Attachment

Choose File

No file chosen

Upload

Cancel

FSU Offer - Additional Info

Employee ID

200571051

David Wedderburn

Job Code

ACSL1

CSL-Administrative

Department

065000

Office of Financial Aid

\*Location Code

0223A4400

UNIVERSITY CENTER - BLDG A4400

\*Supervisor ID

000010742

Jean Mills

\*Mail Code

2430

\*Weekly Std Hours

20.00

\*U.S. Citizen?

Yes

\*Empl Class

CPS

Pre-Mgr Approver (Optional)

\*Originator Telephone

850/644-5716

FSU Funding

Begin Date	Percent of Distribution	Combination Code	Funding End Date	Total Budget Amount
01/06/2021	100.000	2542216600	04/23/2021	\$2,808,000000

Calc Period Amt

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

You have successfully submitted Testing Testing's job offer. (0,0)

OK

LOYD, NORA | [SCHOOL]

Step	Action
32.	<p>Navigate to the <b>Approvals</b> tab to review the status of the job offer in the workflow.</p> <p>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.</p> <p><b>NOTE:</b> To check the status of a job offer, go to <b>Recruiting &gt; Search Job Openings &gt;</b> across from the candidate's name, click <b>Other Actions &gt; Recruiting Actions &gt; Prepare/View Job Offer &gt; Approvals</b> tab.</p> <p>To make edits, click <b>Edit Offer</b> and make the changes &gt; <b>Calc Period Amount &gt; Submit for Approval.</b></p>

Manage Job Opening
Prepare Job Offer

### Prepare Job Offer

Return
Recruiting Home
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 ⓘ
1 of 1

Offer Details
Background Check
Outside Recruiting
**Approvals**

#### FSU Job Offer Workflow

Job Offer: Pending

FSU Job Offer Workflow

Pending
FSU Job Offer Dept. Mgr.

Not Routed
Multiple Approvers
HR Final Approver

Submit

Comments

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**Congratulations!** You have completed the topic.

Questions on this procedure? Contact [FA-FWS@fsu.edu](mailto:FA-FWS@fsu.edu).