Prepare Job Offer

**Purpose:**
To create job offer for applicant

**Navigation:**
Recruiting > Browse Job Openings > Choose Job > Take Action Prepare Job Offer

**Necessary Information:**
Job Opening ID, Applicant Name

**Instructions:**
This task will require you to:
1. **Review** information which defaults into the field
2. **Enter** information
3. **Select** the correct information by using the magnifying glass or drop down
4. **Click** buttons to initiate actions
1. Click Job Opening
2. Review Disposition for the applicant is 060-Interview

3. Select Action Prepare Job Offer

4. Review Applicant and Job information at the top, which defaults
5. Enter **Offer Date** or click on calendar icon

6. Click **Recommended Salary Range** icon if you want to see the salaries for this position

7. Select **Component** from drop down
8. Enter **Offer Amount** for this component

9. Select **Frequency** from the drop down. Must be consistent with Earnings Code

10. Click **Add Offer Component** to put in an additional offer component if necessary

11. Enter **HR Account Code** or select from the look up

12. Enter **Earnings Code** or select from the look up. Must be consistent with Frequency

13. Enter **Percent of Distribution** of 100

OR

Click **Add Account Distribution** to enter in another HR Account Code

Enter **Earnings Code** for second account

Enter **Percent Distribution** between the account codes. The total must equal 100 percent
14. Select **Employee Classification** from drop down

15. Enter **Proposed Start Date** or Click on the calendar icon

16. Enter **End Date** only if this is a temporary job

17. Enter **Periods Worked per Year**. Must correspond with **Frequency**

18. The **Annualized Salary** will calculate and default in

19. Enter Comments if you want to communicate something about this candidate internally

20. You have 3 options on this page

   - **Save for Later**: Saves the offer but does not submit it to the approval workflow
   - **Submit**: Submits the offer to approval workflow
   - **Cancel**: Cancels any changes you made during this session