

Prepare Job Offer

Purpose:

To create job offer for applicant

Navigation:

Recruiting > Workforce Planning > 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
-

Browse Job Openings

[View Drafts](#) [Find Job Openings](#)

Job Openings

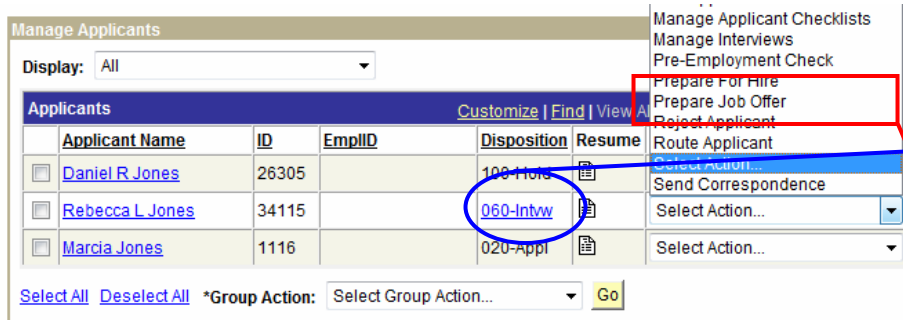
Display: All Jobs | 010-Open | Active within View All

010-Open Job Openings | Customize | Find | View 100 | First | 1-8 of 177 | Last

Job Opening	ID #	Type	Location	Opened
<input type="checkbox"/> Smr Prof Res-faculty	3033	Standard		06/18/2007
<input type="checkbox"/> Bartener	3032	Standard		06/18/2007
<input type="checkbox"/> Business Officer	3031	Standard		06/15/2007
<input type="checkbox"/> Smr Prof Res-faculty	3030	Standard		06/13/2007
<input type="checkbox"/> Assoc Dir, Grd Mgt Admissiions	2879	Standard		06/01/2007
<input type="checkbox"/> Temp Pool - Law School	2878	Standard		06/01/2007
<input type="checkbox"/> Telephone Operator - PT	2877	Standard		05/30/2007
<input type="checkbox"/> Dir. Licensing/Tech Transfer	2876	Standard		05/30/2007

[Select All](#) [Deselect All](#) | Select Action... |

1. Click **Job Opening**



2. Review **Disposition** for the applicant is **060-Interview**

3. Select Action **Prepare Job Offer**


Manage Applicant: MARIA E. BENO

Prepare Job Offer

Applicant Name: [MARIA E. BENO](#) **Date Entered:** 05/01/2007
ID: 32040
Posting Title: Mail Order Service Rep **Job Opening ID:** 2790
Job Opening Status: 010-Open **Job Type:** Standard
Job Title: Mail Order Service Rep
Position Number: 00002747 Mail Order Service Rep
Business Unit: EAGLE Boston College
[To be overwritten with PCode](#)

4. Review **Applicant and Job** information which defaults

Offer Details

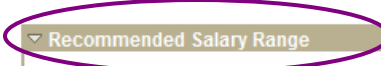
Job Opening: 2790 Mail Order Service Rep
 Business Unit: EAGLE
 Position Number: 00002747 Mail Order Service Rep
 Job Code: 651410 Mail Order Service Rep
 Offer Date: 06/18/2007 
 Hiring Manager: 17558291 Bernice Bluestein
 Recruiter: 67840547 Sheyron Banks
 Letter:
 Printer: [Generate Letter](#)
 *Status: 006 Pending Approval
 Reason:
 Created By: Anita E Ulloa

5. Enter **Offer Date** or click on calendar icon

6. Select a **Letter** from drop down

7. Enter a **Printer** and Click **Generate Letter** if you want to print a copy of the offer letter

(note: these steps for employment only?)

 Recommended Salary Range

	Minimum	Midpoint	Maximum
Hourly	13.771429	17.200000	20.628571
Daily	96.400000	120.400000	144.400000
Monthly	2088.670	2608.670	3128.670
Annual	25064.000	31304.000	37544.000

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

Job Offer Components

*Component	*Offer Amount	Currency	Frequency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Moving Expenses			
Room and Board			
Standard Base Salary			

9. Select **Component** from drop down

10. Enter **Offer Amount** for this component
11. Select **Frequency** from the drop down (need to be updated)
12. Click **+ Add Offer Component** to put in an additional offer component

13. Enter **HR Account Code** or select from the look up
14. Enter **Earnings Code** or select from the look up
15. 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

BC Additional Information

*Employee Classification: FT Service / Non Union

Proposed Start (Hire) Date: 06/28/2007

End Date:

*Periods Worked per Year: 52 Annualized Salary: 31304

Comments

This is a great candiate we should try to hire ASAP

Added By:
Last Updated By:

[+ Add Another Comment](#) Previous Comment Next Comment

Save for Later Submit Add Revised Offer Delete Offer Cancel

16. Select **Employee Classification** from drop down

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

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

19. Enter **Periods Worked per Year**.

20. Enter **Annualized Salary**

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

22. You have 4 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

Delete Offer

- Deletes this Offer

Cancel

- Cancels any changes you made during this session