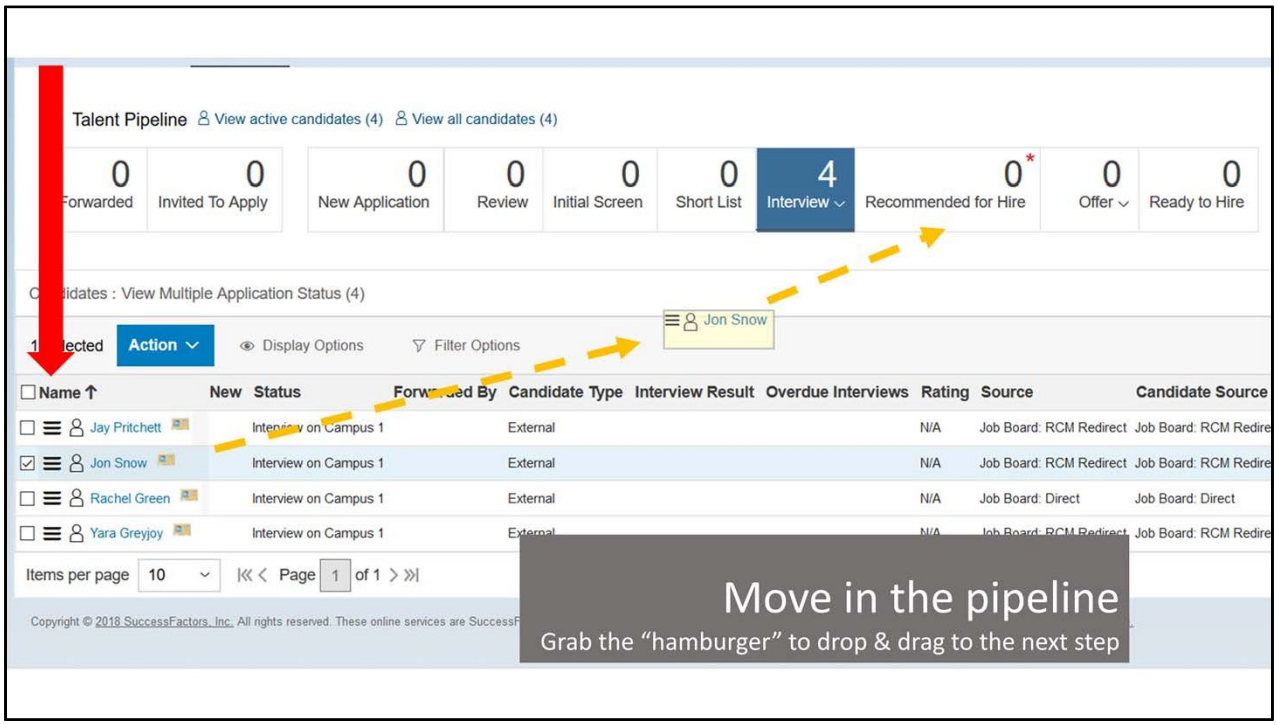
Recommend for Hire and Offer steps

The Offer Approval Form is equivalent to the previous Eform 1 for new hires recruited and processed through the Recruiting system.

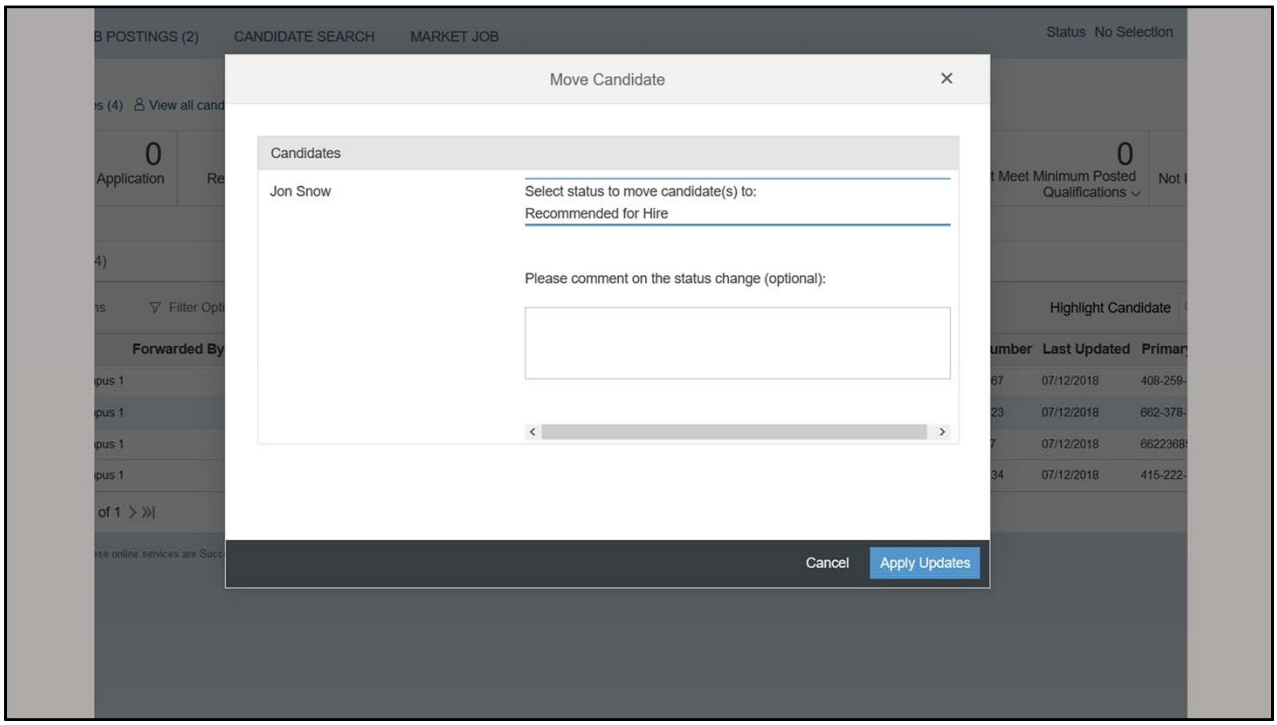
Normally, these steps are reserved for the Position Supervisor, Department Contact and the Search Committee Chair.

There are two distinct steps, Recommend for Hire (updating the Application Profile) and the Offer (submitting the Offer Approval Form).



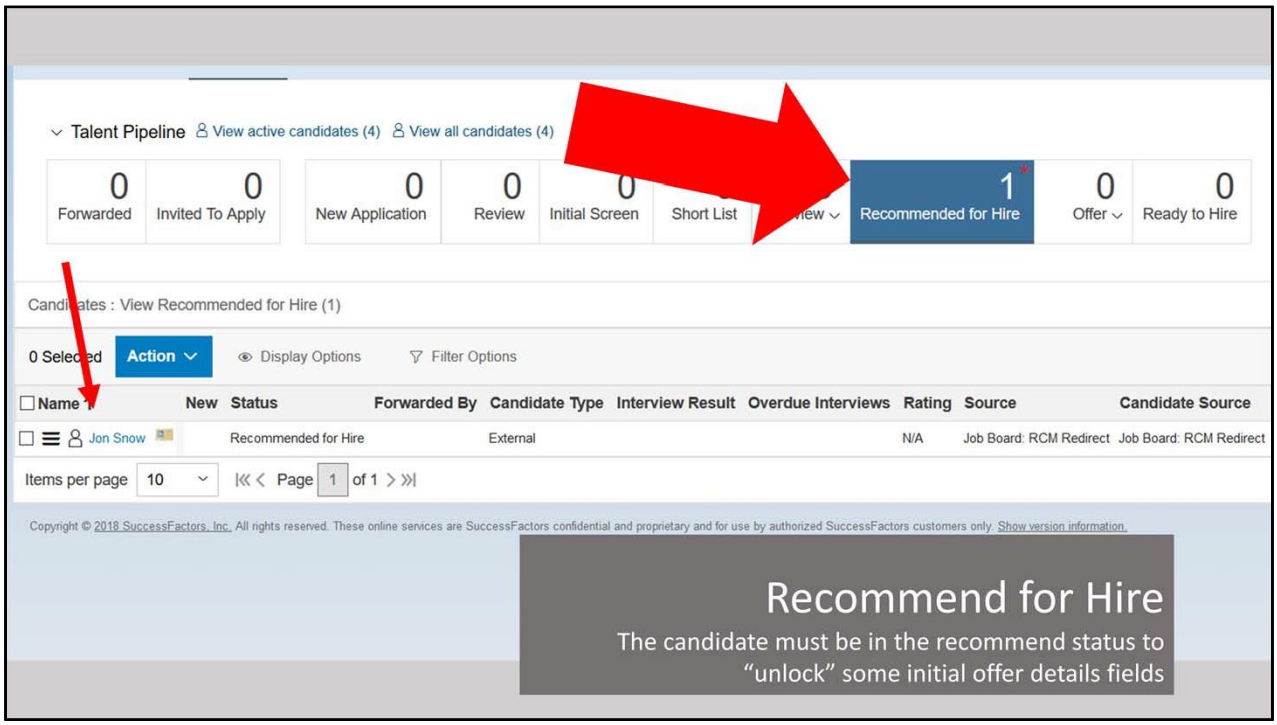
Step 1. Recommend for Hire

To start the "Recommend for Hire" process, the selected candidate is required (*) to be moved in the "Recommend for Hire" step or bucket.



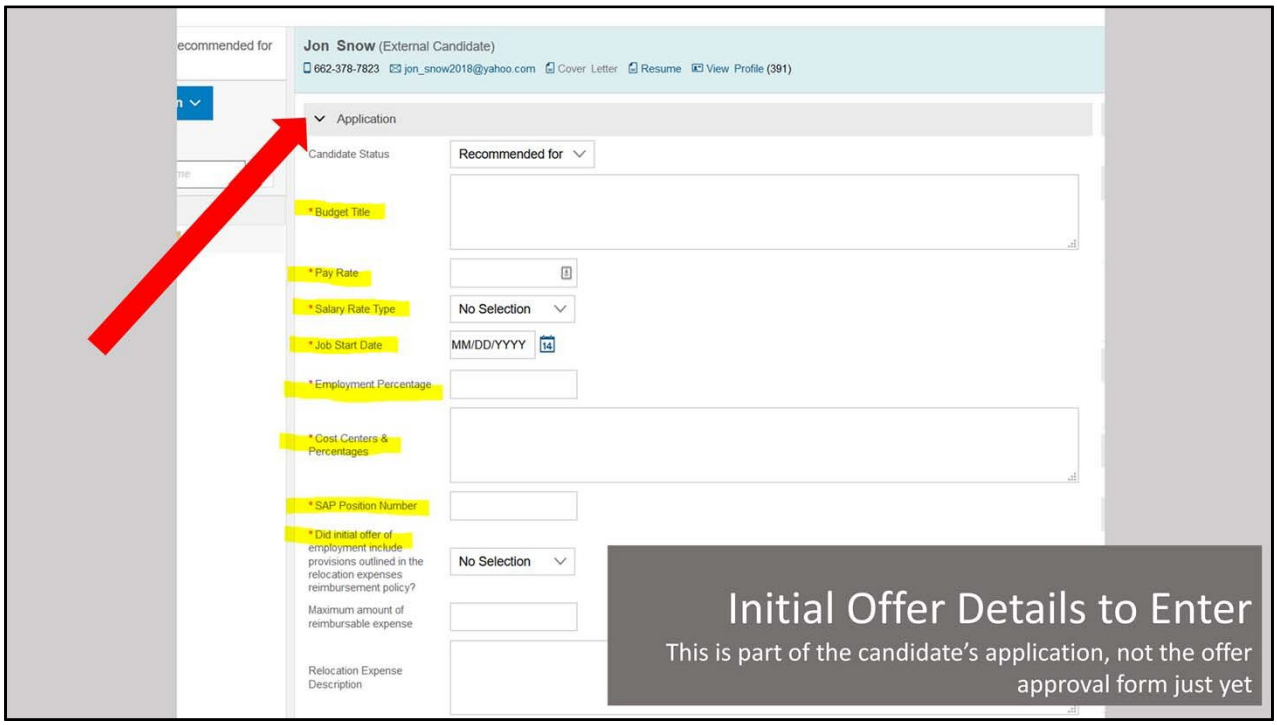
Move Candidate

Normally, comments are not necessary. Comments will be displayed on the "right comment" of the applicant profile.



Recommend for Hire

The candidate must be in the "Recommend for Hire" status to "unlock" some initial offer details fields.

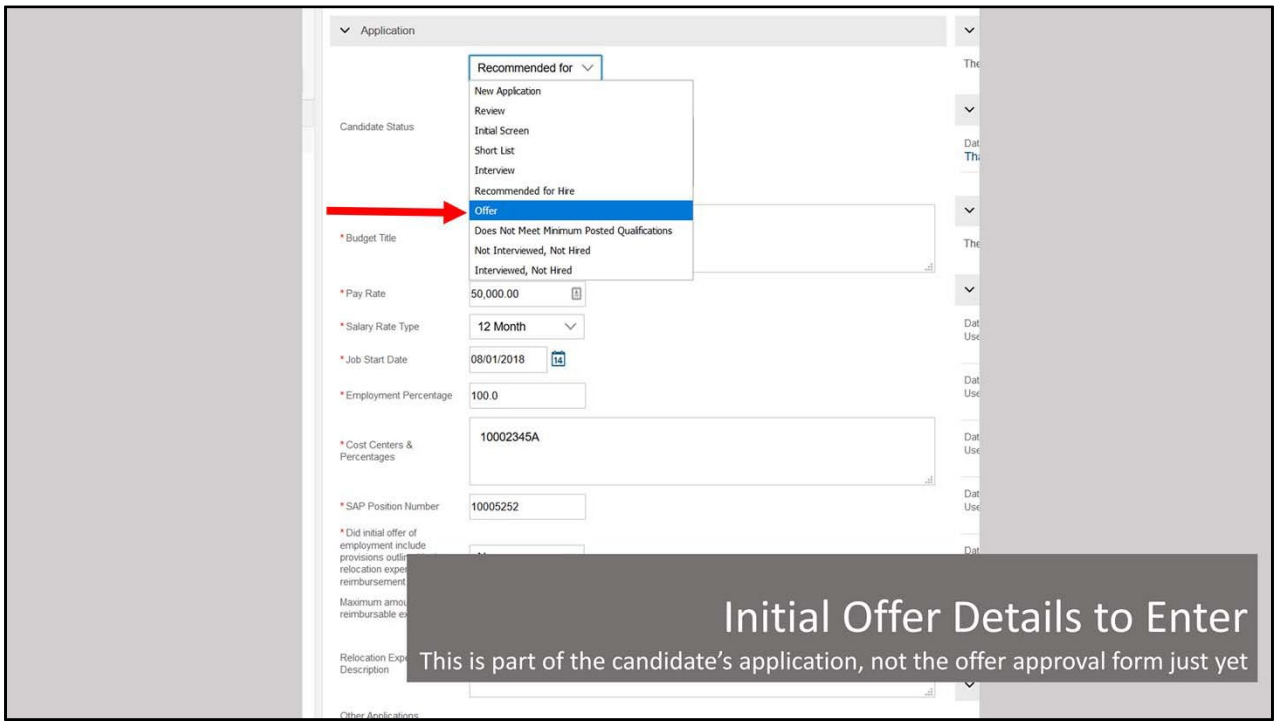


Step 1. Recommend for Hire and Candidate's Application Profile

Once in the "Recommend for Hire" status, details of the offer can be added to the candidate's application profile.

This is part of the candidate's application, not the offer approval form just yet

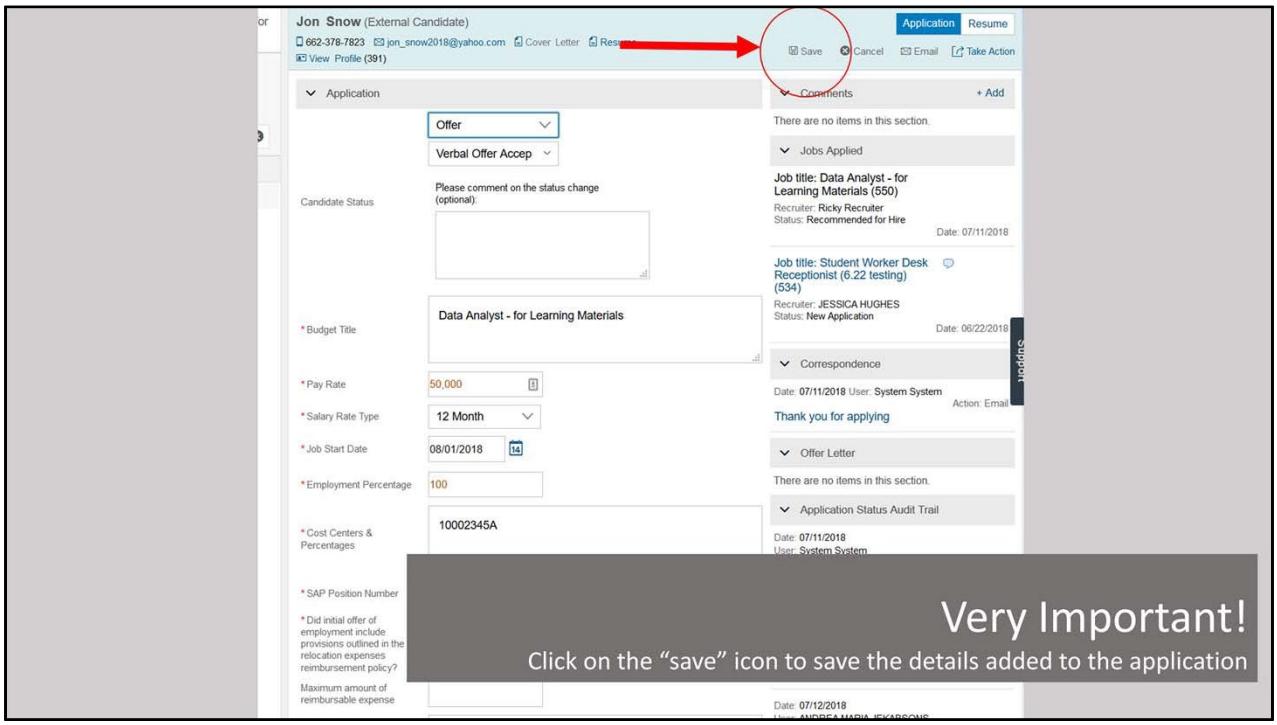
Note, the header still indicates that this screen is still the "Application."



Recommend for Hire

Enter details on Applicant's Application Profile.

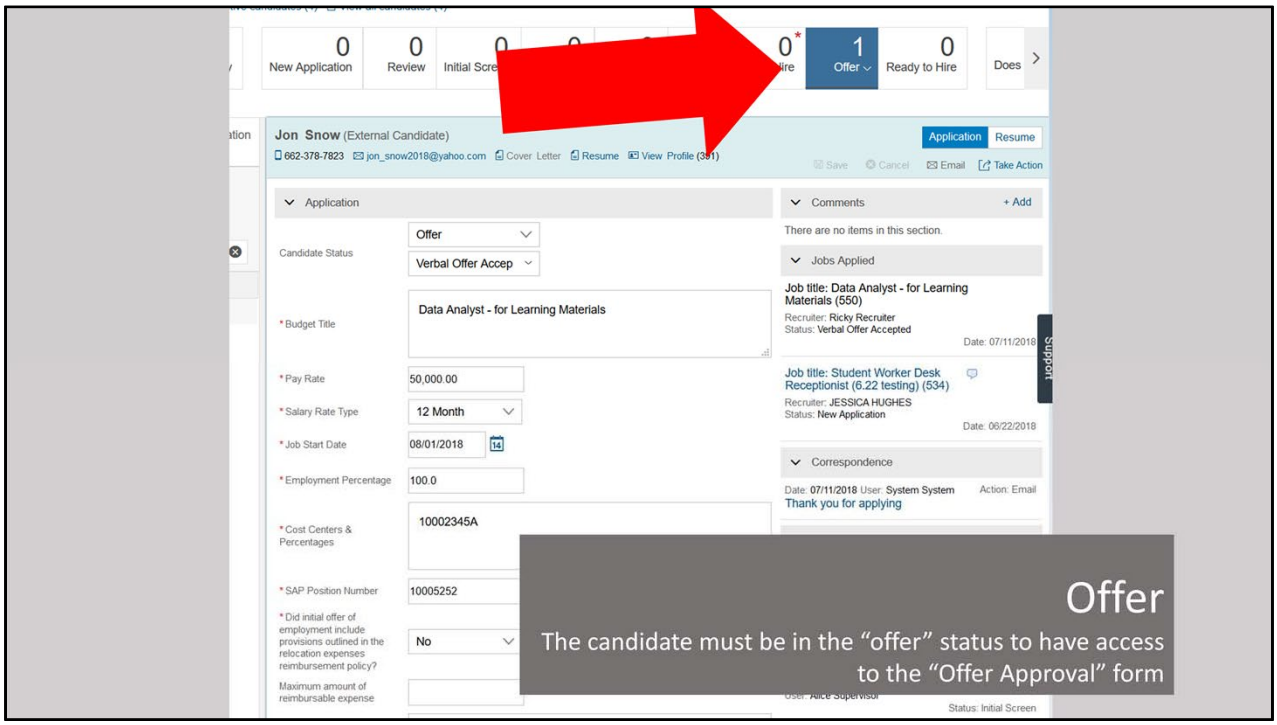
After all of the details are entered, update the status on the "Candidate Status" at the tope of page, to "Offer."



"Recommend for Hire" to "Offer"

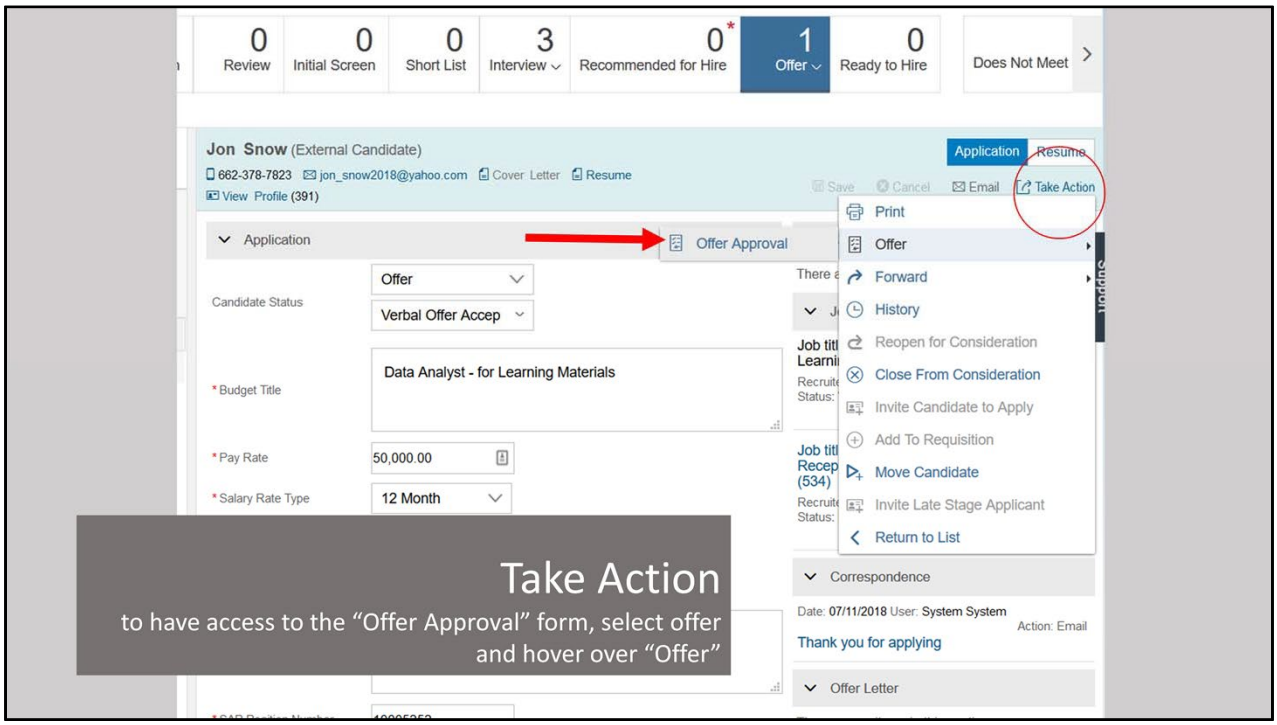
Scroll to the top of the page and click on the "Save" (with the icon) link.

Immediately, the candidate's status will be updated to "Offer" and the applicant will be included in the "Offer" bucket.



Step 2. Offer

The candidate must be in the "offer" status to have access to the "Offer Approval" form

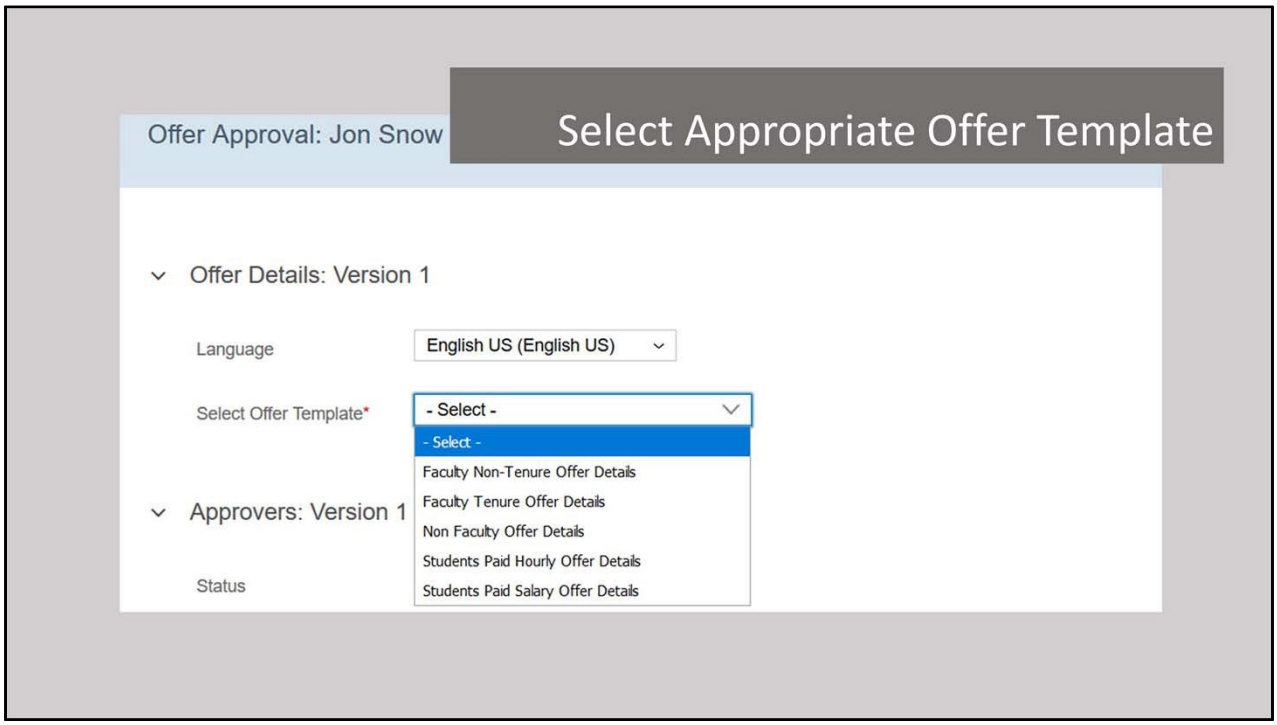


Offer

Once in the "Offer" step, the Offer Approval Form for the candidate can be generated for a candidate that was processed through the online connectU recruitment process. This is similar to the Eform 1 process.

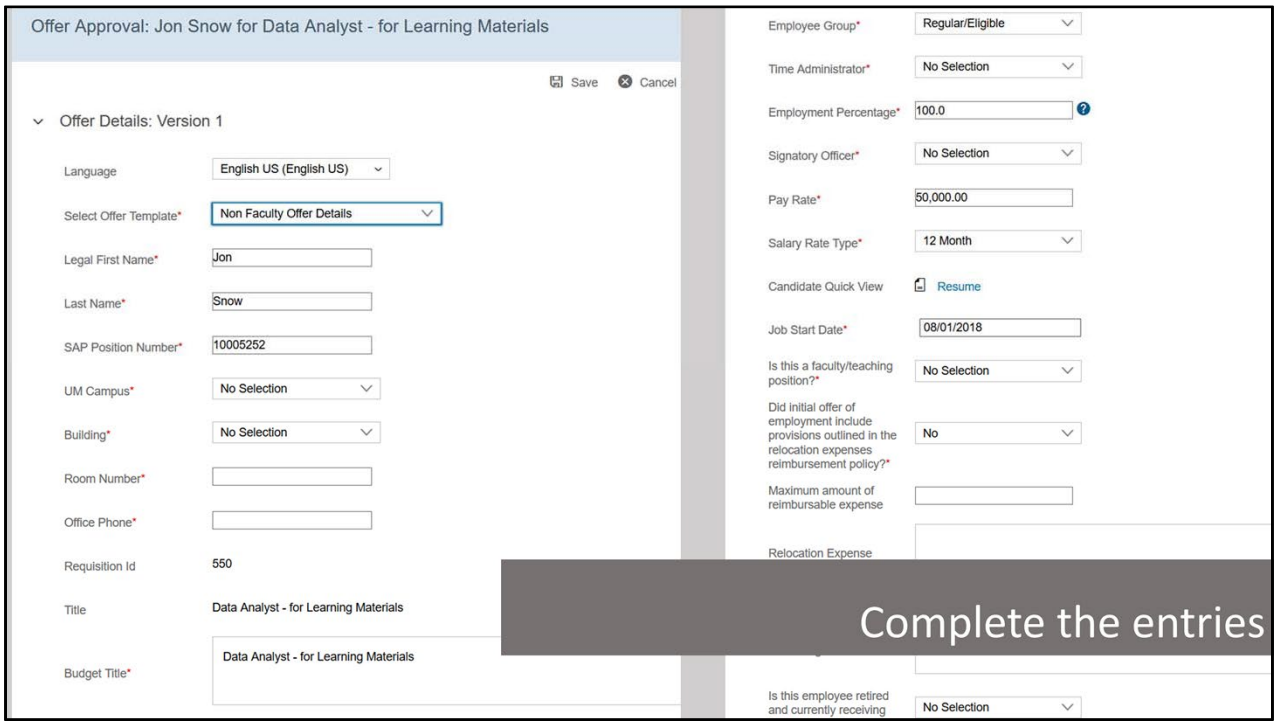
If the appointment is made without a search, including an Adjunct Instructor, Post Doctoral Researcher, or temporary-sporadic appointment the e-form 1 should be processed on the myOleMiss e-form 1.

While the candidate is in the "Offer" step, click the "Take Action" link and hover over the "Offer" option on the menu and the "Offer Approval" sub option will display on the left of the menu.



Offer Approval

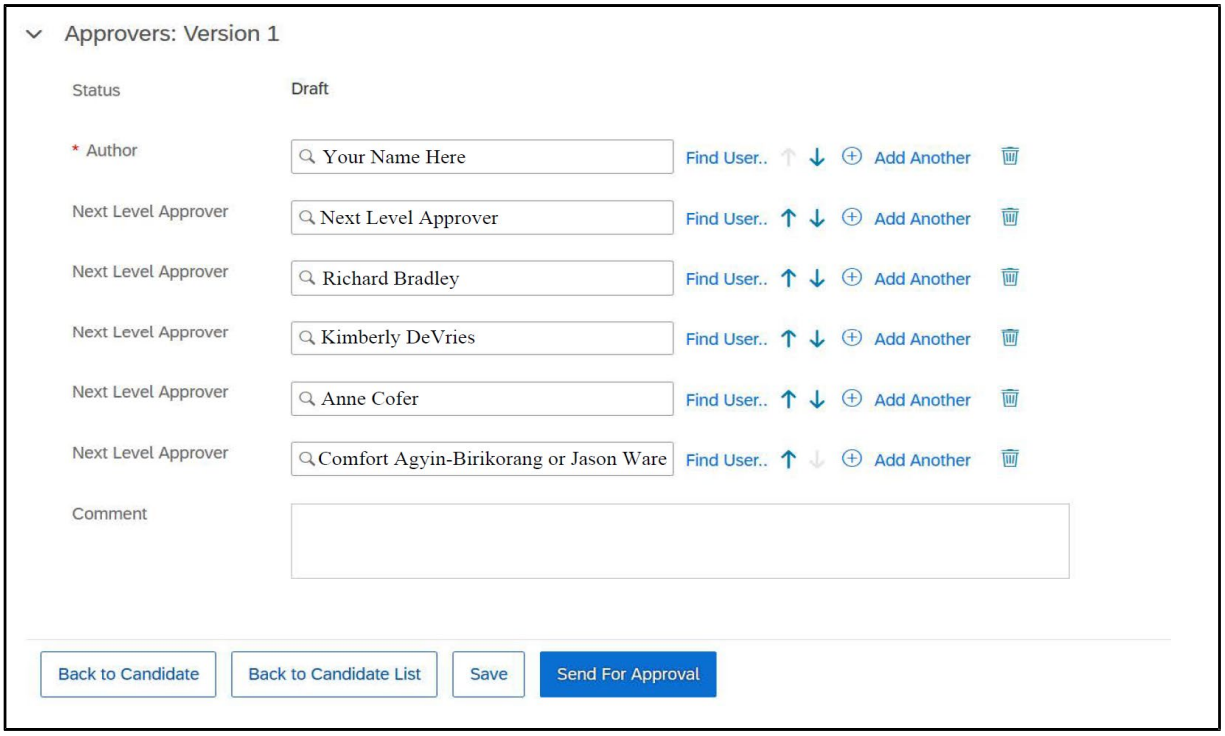
The first screen will prompt to select an appropriate offer template.



Offer Approval Form

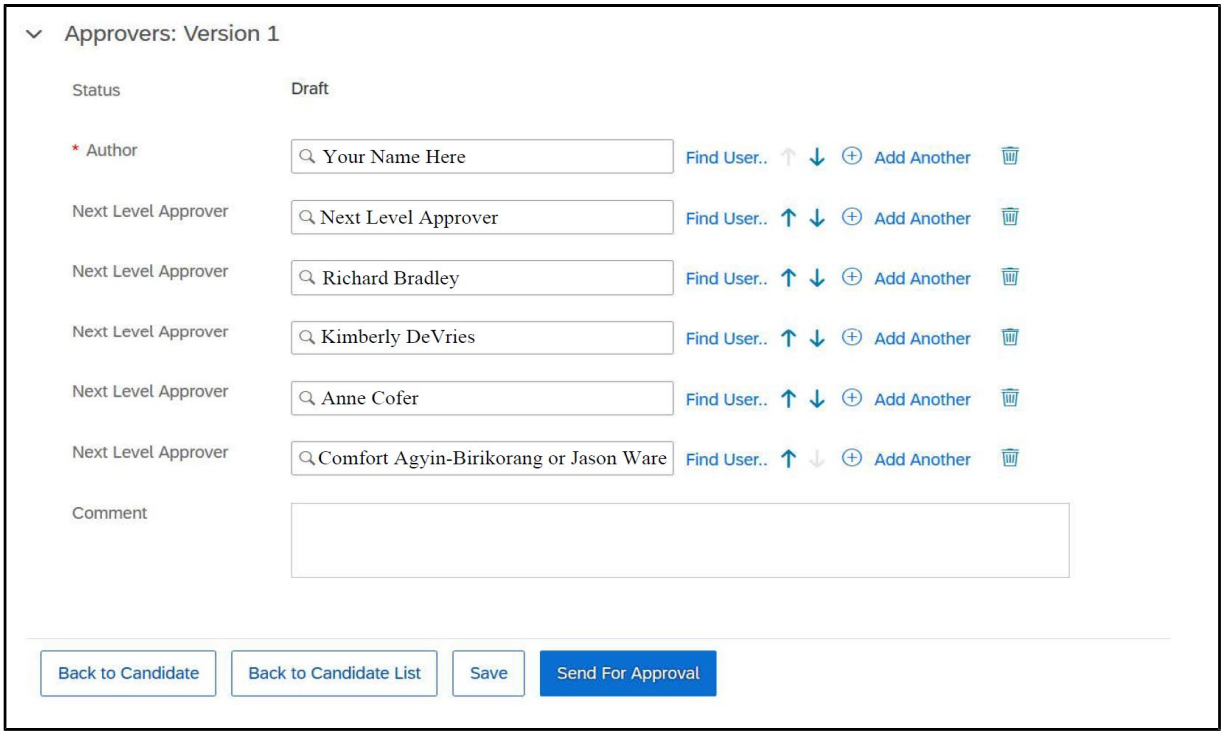
Details are populated from the requisition and application profile.

Fill in the remaining details.



Approvals

All levels of the approval must be entered aka “programmed” by name.



APROVALS

Richard Bradley is currently the Provost's Representative.
Kimberly DeVries is responsible for the EORC review.

Anne Cofer (Budget Office) approves the following:
Fund 10 – salaried (exempt) positions
Fund 12 – salaried (exempt) positions
Fund 13 – salaried (exempt) positions
Fund 14 – salaried (exempt) positions
Fund 17 – salaried (exempt) positions
Fund 19 – salaried (exempt) positions
Fund 21 – salaried (exempt) positions
Fund 23 – salaried (exempt) positions

Jason Ware or Comfort Agyin-Birikorang is responsible for the final HR Review.

Please note for job offers including 35 fund/cost centers, Cynthia Evans should

be included in the approval routing. Please add Cynthia before Pam Roy/Provost approval.

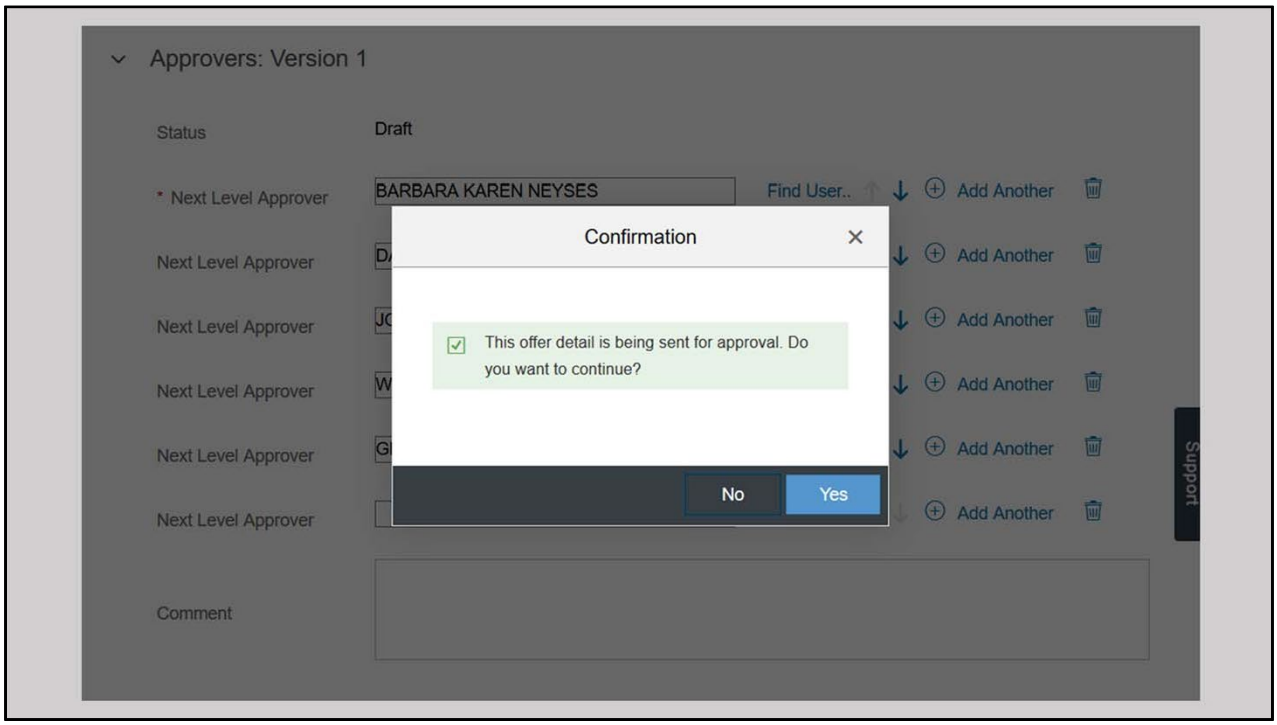
If hiring a current UM employee, their supervisor must be included in the approval routing. Please add them before HR approval.

CAUTION!

Triple Check the Offer Approval Form and Approval Names prior to submitting the form.

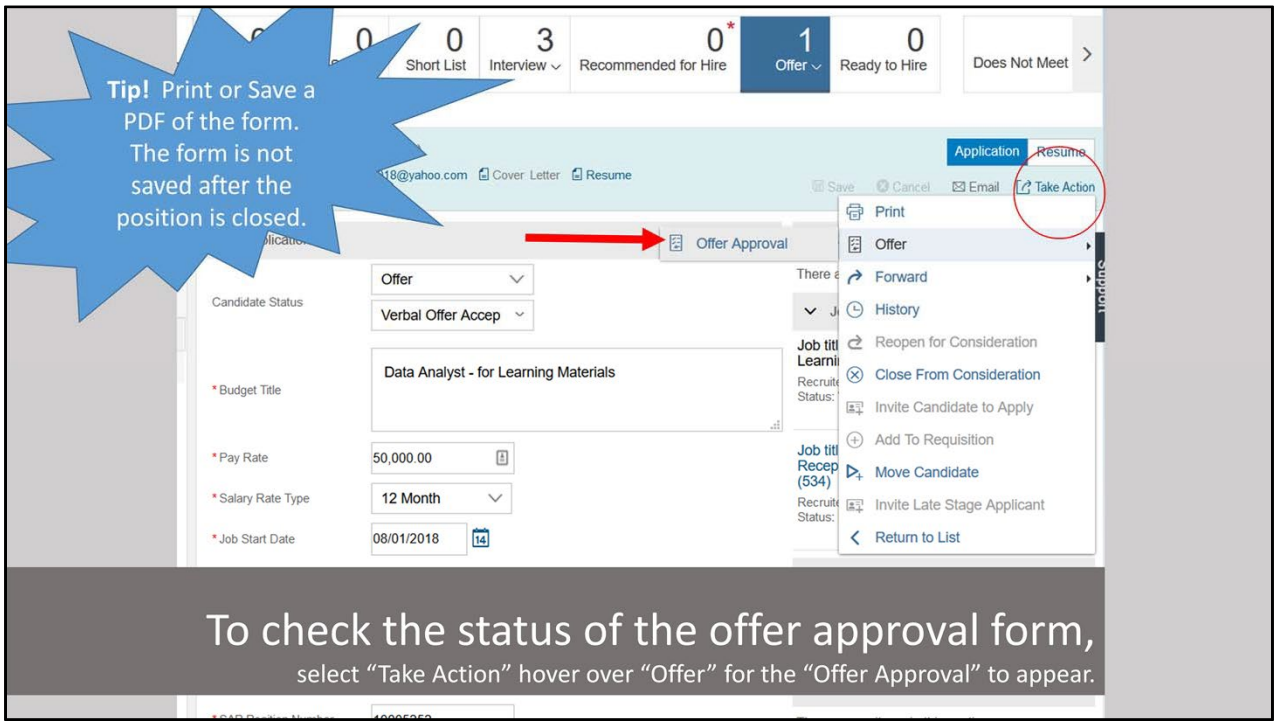
The Offer Approval Form cannot be edited or routed back.

It can only be approved as-is or declined and the person responsible for the form MUST start over.



Offer Approval Confirmation

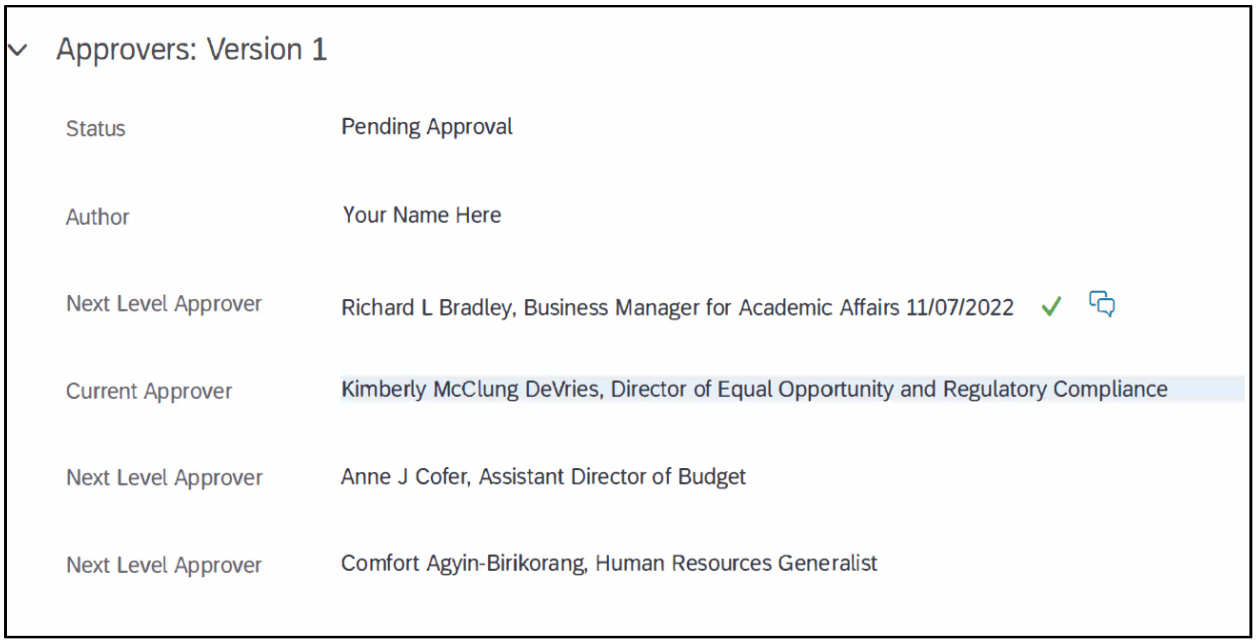
If in doubt, click “No” and review the details again.



Status of Offer Approval

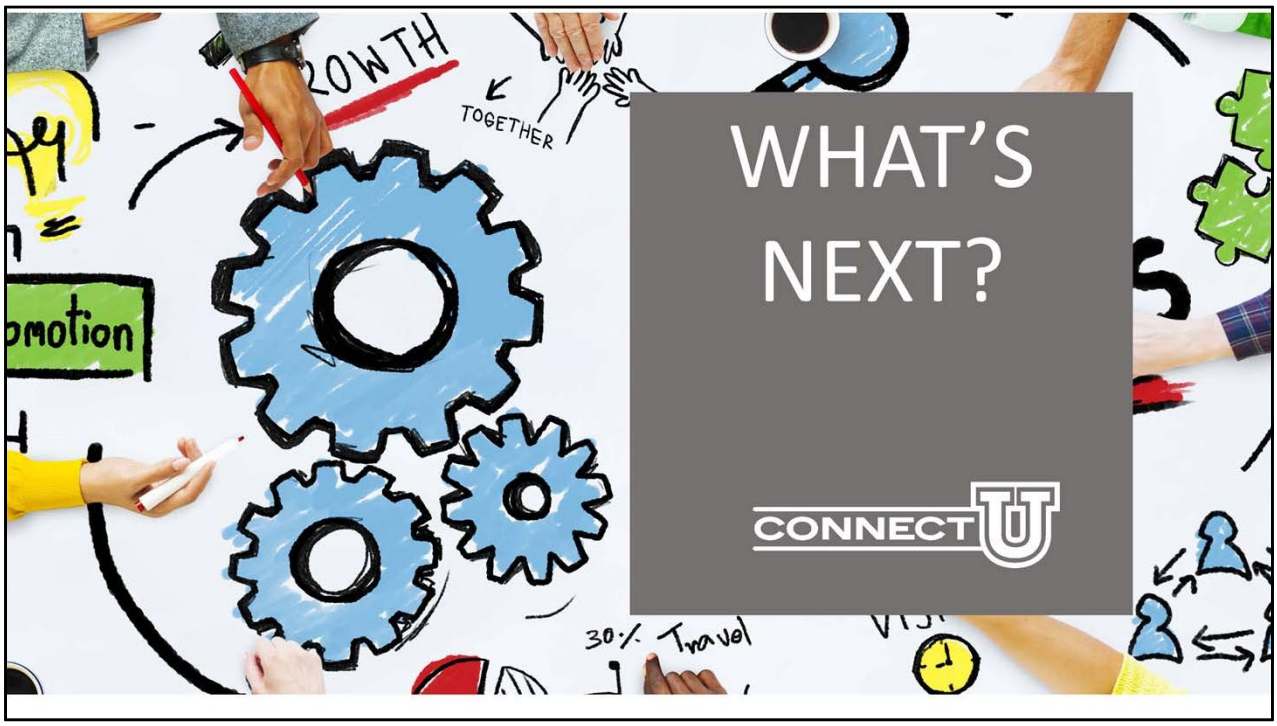
To check the status of the offer approval form,
select "Take Action" to access to the "Offer Approval" form, hover over "Offer" and the "Offer Approval" option will appear.

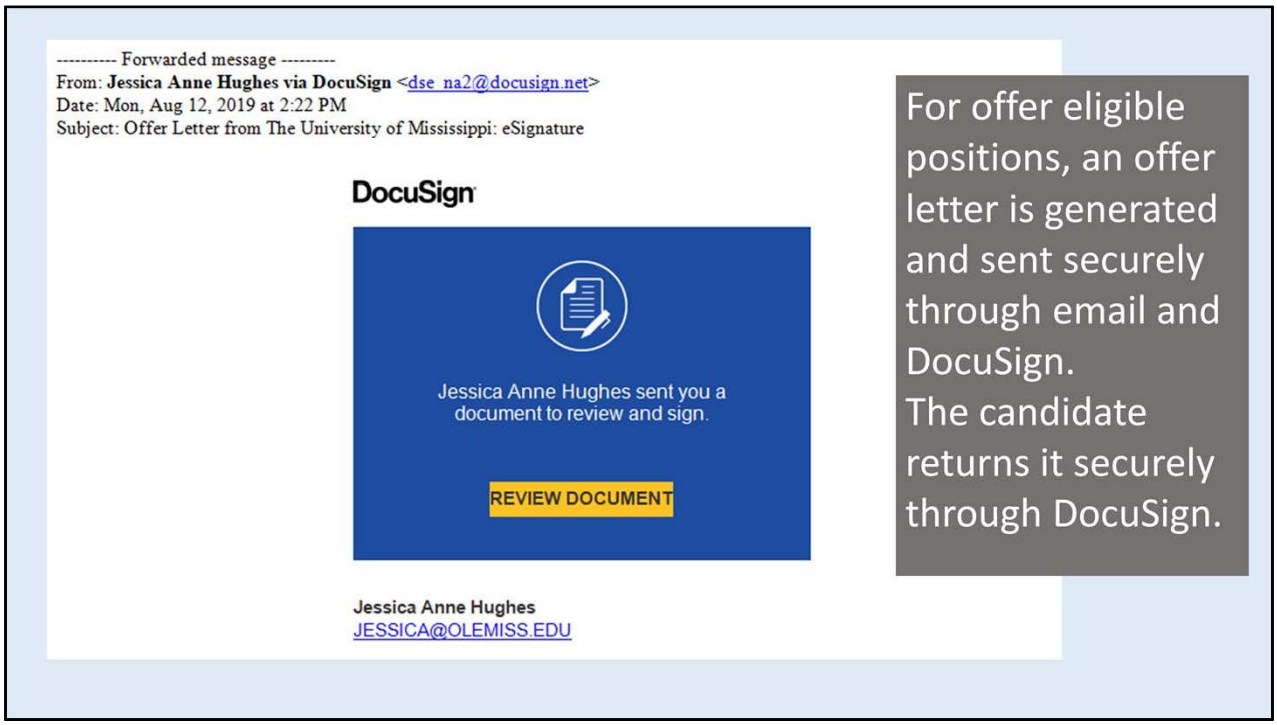
Print or Save a copy of the form. The form is not saved.



Approvers

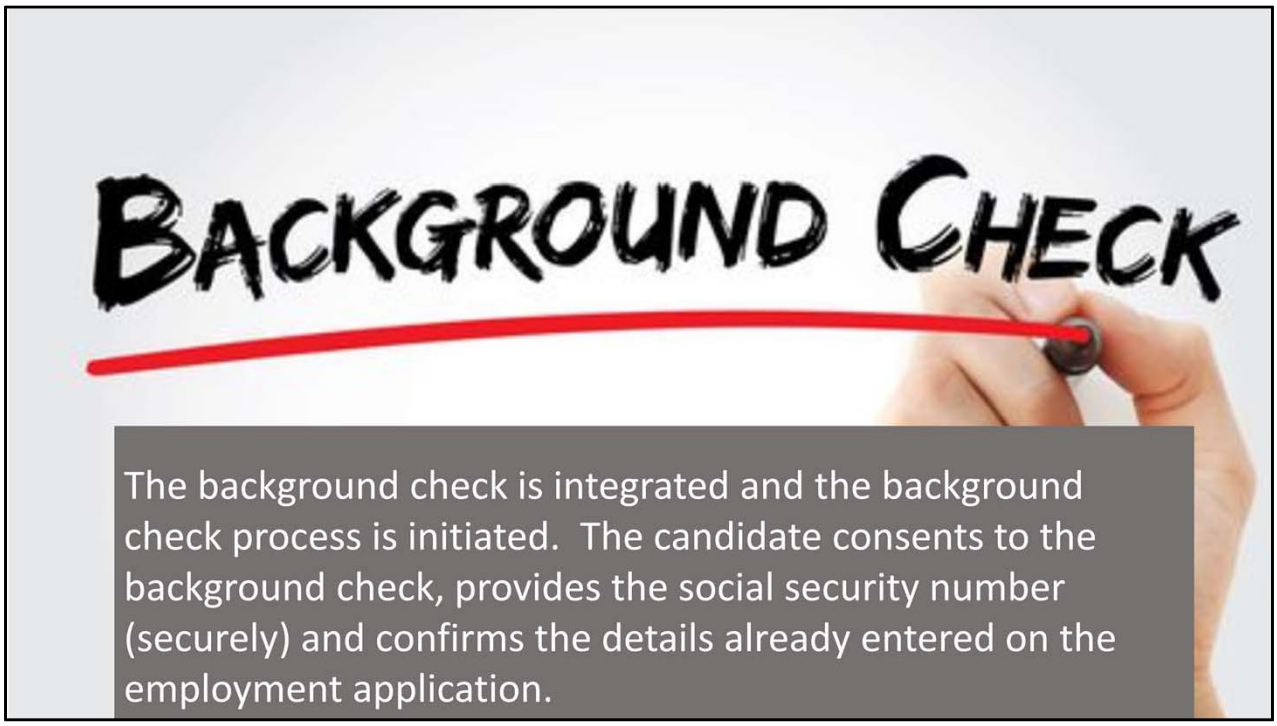
Once submitted, the location of the form is displayed at the next approver. The next approver is highlighted in blue.


WHAT'S NEXT?
CONNECT U
TOGETHER
30% Travel



What happens next?

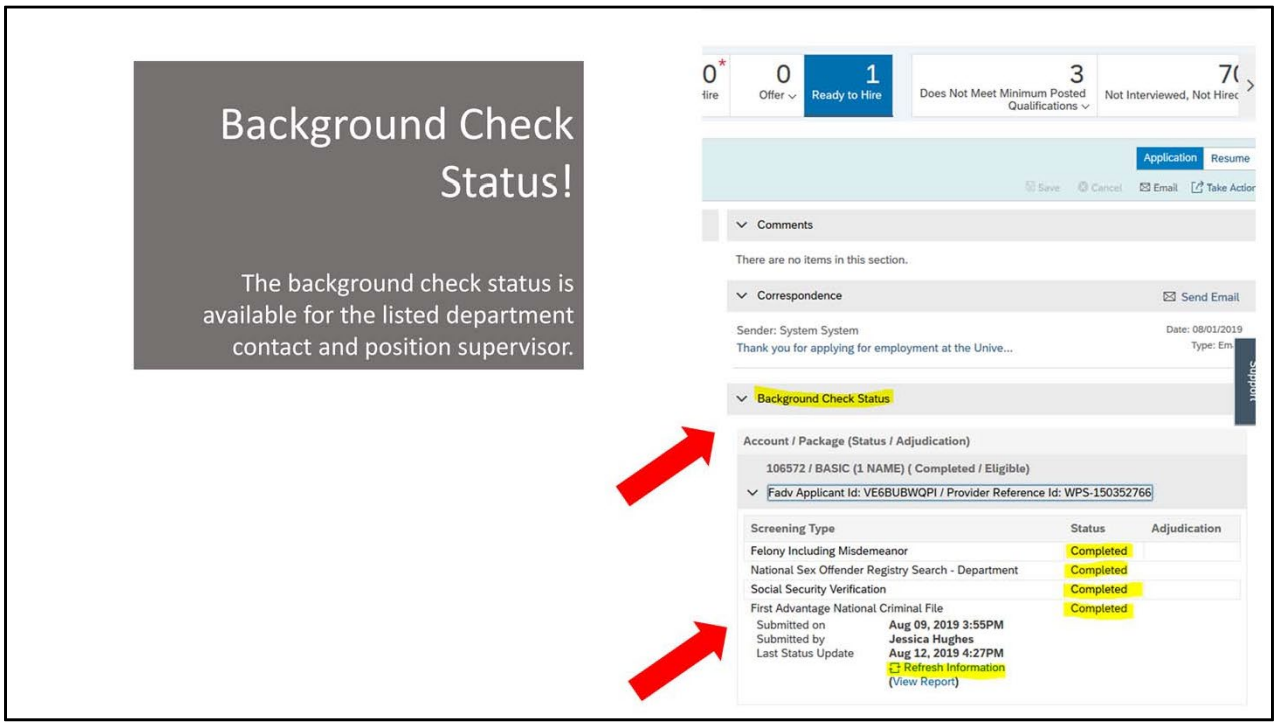
For offer eligible positions, an offer letter is generated and sent securely through email and DocuSign.
The candidate returns it securely through DocuSign.



What happens next?

The background check is integrated and the background check process is initiated. The candidate only consents to the background check, confirms the details already entered on the employment application, and submits.

The candidate receives an invitation to complete the paperwork online using a “wizard.” All of the New Hire Paperwork is completed using a wizard that prompts the candidate through the panel.



Background Check Status available on the "Right Column" in the Ready to Hire bucket

The right column includes system history information, including the status of the background check.

The background check status is available for the department contact and position supervisor.

Click the "Refresh Information" link to update to the most current status.

Only members of Human Resources have access to view the background check report.

What happens next?

The candidate receives an invitation to complete the paperwork online using a “wizard.” All of the New Hire Paperwork is completed using a wizard that prompts the candidate through the process.