

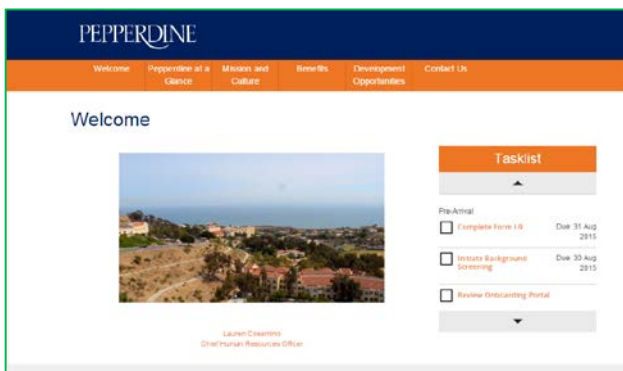
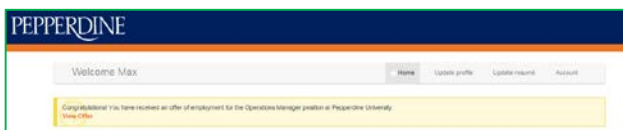
Making an Offer of Employment

- Please notify Human Resources as soon as possible after a verbal offer is made. Remember all offers of employment must be “contingent upon successful completion of a background screening.
- From the employee’s applicant card, which you can access from the **Manage Applications** link in the **Recruiting Center Home** menu, change the application status to **Draft offer card**.
- The **Confirm Status Change** will open in a new window. Select **Move now**.
- This will open an **Offer Card** as shown to the left. Please fill in the appropriate fields.
- Select the approval process that applies depending on whether the salary offered falls within or exceeds the previously budgeted amount.
- Human Resources staff will use these details to generate an online offer of employment to the applicant.

Specify an Onboarding Manager

On the **Offer Card** please designate an **Onboarding Manager**. This individual will have access to an onboarding task list. You may also wish to designate an **Onboarding Assistant**. This individual will share your access to onboarding task list for the new employee.

Online Offer is Made



- Applicants will view the offer letters and accept offers online from their applicant portal as shown here.
- When offers are accepted, individuals will immediately complete new hire paperwork online.
- New employees will also have access to an onboarding portal, which includes important welcome information about Pepperdine.
- The onboarding portal also provides the employee with a task list of items to be completed at various stages: pre-arrival, on the first day, the first week and first three months of employment.

Onboarding Manager: New Hire Tasks Menu

- The **New hire tasks** menu contains tasks for the employee to complete, tasks for the onboarding manager to complete, and tasks for the employee and the manager to complete together.
- Use the buttons shown here to toggle between employee and manager tasks.

- To view a **task**, click on the link, and a new window will open with instructions for that task.
- Hyperlinks to appropriate forms, policy information, and department contacts are included.
- To mark an item complete, click the **Mark as complete** button.

- You may wish to **Add optional tasks** depending on the duties of the position.
- For example, if the employee needs a University credit card to perform their duties, you can add this item from the optional tasks menu.

- A handy menu of **New hire task actions** and the associated icons is located in the top right side of the **New hire tasks** menu.

Please contact Human Resources at extension 6248 for additional assistance.