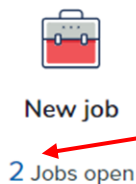This is the fourth step in the recruitment process. For additional recruitment tools and advice, visit Staff Recruitment Resources.

New job

2 Jobs open

Before submitting offer details to Human Resources, you should have made a verbal offer of employment and have received verbal acceptance.

From your Hiring Manager Dashboard, click the link showing your number of open jobs and click "View" next to your open job

Please note: You may need to use the buttons at the top of the page to ensure you are viewing the most current job postings.

My jobs

Visibility

| All jobs | My jobs |

Status

| All | Current | Non-curr... |

2 search results   ⚙ Settings

Job number	Business title	Sub department	Date added ↓≡	Status	Supervisor/Hiring Manager	Onboarding Manager	Team	
4987	Employment Specialist		Dec 2018	Draft			Human Resources	View
4974	Reference Librarian		Jun 2018	Approved			LIB Dean of Libraries	View

PageUp. BETA

View applications

Employment Specialist

| Position info | Notes | Documents |

Job title:*   Employment Specialist

Click "View applications"

Click the application status next to the name of your successful candidate

Change the applicant's status to "Verbal Offer Accepted – Draft Offer Card" and click "Next"

PageUp.

Select a bulk action ▼

ⓘ **Recruiting Specialist**

| Search | Results |

All ▼	Submitted	Status	Pref Name	First name	Last name	Phone
☐☐☐	18 Aug 2015	Initial Review Unsuccessful	Jessica	● J	S	
☐☐☐	25 Aug 2015	Initial Review Unsuccessful	Leah	● L	M	
☐☐☐	24 Aug 2015	Initial Review Unsuccessful	Michael	● M	F	
☐☐☐	17 Aug 2015	Request Interview 2	Test	● Test	Applicant	

Change application status

New
Initial Review Unsuccessful
Request Additional screening questions
Request Phone Interview
Request Interview 1
Additional screening questions unsuccessful - non-Alumni
Request Interview 2
Verbal Offer Accepted - Draft offer card

Confirm the status change by clicking "Move now"

Do not change any of the pre-selected settings.

Once you have changed the status, you will be taken to the "Offer Card" where you can inform Human Resources of the offer details necessary to draft an official offer letter and begin onboarding your new employee.

Fill in the Position Details

Please note: All restricted and temporary employees must have an end date, and this date cannot extend beyond the current fiscal year (July 31st). If you are offering a restricted position to a candidate, please make them aware that the budget for this position will be reviewed annually. The employee will be required to acknowledge the end date of his or her offer letter.

Fill in the Salary Details

Please select "per hour" or "per month" based on the FLSA status that was approved in the job posting request (nonexempt=hourly, exempt=monthly). To calculate the monthly rate, divide the annual rate by 12. To calculate the hourly rate, divide the annual rate by 2,080.

Please note: Human Resources will calculate the rate most favorable to the employee and will extend rates out six decimal places. For example, an annual rate of $42,000 will appear as an hourly rate of $20.19 on an offer letter, but will be calculated by Human Resources as $20.192307.

If you desire, designate an Onboarding Assistant

This field is optional. Onboarding Assistants will receive notifications related to the onboarding tasks for the new employee, and will have access to the Onboarding Module to mark tasks as complete.

Select "Required HR Approval" in the approval process field and click "Save and Submit"

If applicable, please replace the generic "Human Resources" field with the name of your assigned employment specialist for speedier processing.

Please note: If you fail to select an approval process, Human Resources will not receive notification of your offer and processing will be delayed.

If you have questions, please call extension 4397 or email employment@pepperdine.edu