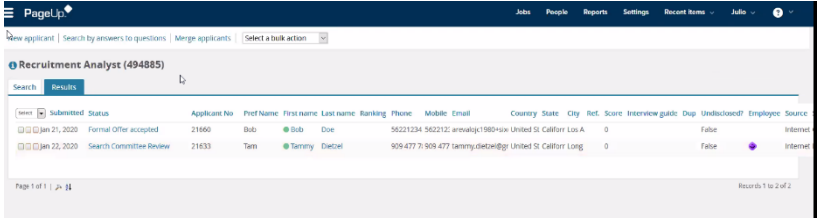
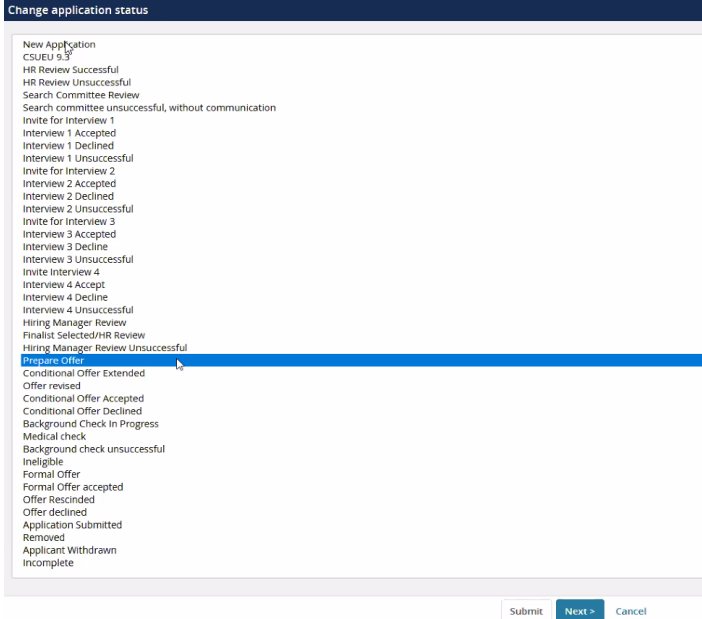


PREPARE AN OFFER CARD

Once the Salary Analysis has been completed, the Division Liaison can prepare an offer card.

<ol style="list-style-type: none"> 1. Select the appropriate recruitment, click 'View Applications' 2. Change the application status to 'Prepare Offer', click on the 'Finalist Selected/HR Review' application status 	
<ol style="list-style-type: none"> 3. Select "Prepare Offer" application status to prepare the offer card. 4. Click Next. 	

- 5. Communication
Template: Leave as No template
- 6. **Email Applicants, Send SMS, Additional Users from job, and Update Status Job from Approved to Offer** will default to No. Leave as is.
- 7. Click **Move Now**.

are about to move **Bob Doe** to a different status:

From status: Prepare Offer
To status: Prepare Offer

Communication template: -- No template --

E-mail Applicant: Yes No

Send an SMS to the applicant: Yes No

Additional users from Job: Yes No

Note

The following will be added to the applicant notes for administrators to view:

- 8. In the **current or previous employee details**, to be utilized for existing employees only (search by employee name)

Current or previous employee details

Please download and read [the instructions](#) before selecting an Employee Profile.

PLEASE NOTE:
Once the selection is made and the Offer card is "Saved/Submitted", the selection **cannot be edited** by system users. In the event of an incorrect selection, do not move forward please contact your Campus Configuration Administrator to submit a "High Impact" JIRA ticket, which includes the correct Employee number from your campus' PeopleSoft environment.

Self-disclosed Employee ID (not applicable to CSU):
Employee:

- 9. In the **Job Details**, ensure the **Time Base** is correct.

Job details

CSU Working Title: **Human Resources Support Assistant.**

Position Type: Staff

Campus: Dominguez Hills

Division: Administration and Finance

College/Program: Human Resources

Department: H.R - RECRUITMENT - 38100

Time Basis: Full Time

- 10. In **Offer Details**, ensure that the Position No. is correct
This is critical, as it is attached to funding.

Offer details

Approval status: Pending

Recruiter: Latisha Thomas

Date entered: Jan 21, 2020, 4:14 pm

Date updated: Jan 21, 2020, 4:26 pm

Application source: Internet - Other job boards [Edit](#)



Positions:


Position no	Type: Applicant	Application status
<input checked="" type="radio"/> HR Support Assistant Position no: DH-00002491	Bob Doe	Prepare Offer


POSITION DETAILS:


- A. **Job Code/ Employee Class** will auto-populate
- B. **Hiring Type:** Select appropriate dropdown selection
- C. **Start Date:** Enter a date (The actual start date will be changed by the Recruiter)
- D. **End date if applicable:** Leave field blank
- E. **Probation End Date:** Leave field blank
- F. **FTE:** Enter correct FTE
- G. **Hours Per Week:** Review for accuracy
- H. **FLSA Status:** Select appropriate drop down selection
- I. **Union and Union Language:** Recruiter will fill in. Leave blank.
- J. **Mandated Reporter:** Select appropriate drop down selection
- K. **Sensitive Position:** Select appropriate drop down selection
- L. **Conflict of Interest:** To be utilized for Management (MPP) positions only
- M. **Concurrent Hire:** Y/N
- N. **Rehired Annuitant:** To be utilized only for individuals that have retired


POSITION DETAILS


Job Code/Employee Class: Admin Support Assistant 12 Mo  

Job Code: 1032 


Hiring Type: Probationary 


Start date:* Sep 25, 2020 


End date if applicable: 

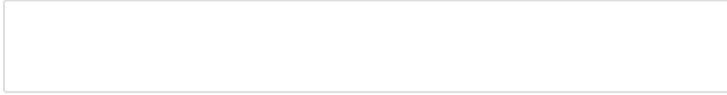
Probation End Date: 


FTE: 1.000000

Hours Per Week: 


FLSA Status: Select 


Union: Select 

Union Language: 

Mandated Reporter: Not mandated 

NCAA: Yes No

Sensitive Position: Select 

Conflict of Interest: None 

Concurrent Hire: Yes No

Rehired Annuitant: Yes No

BUDGET DETAILS



- A. **Budget/Chart field:** To be completed by Budget team.
- B. **Pay Plan:** To be completed by Budget team.
- C. **Pay Plan Months Off:** Leave field blank.
- D. **Salary Range/Grade:** Prepopulated field
- E. **Anticipated Hiring Range:** Enter the position range provided from the salary analysis (if applicable)
- F. **Maximum Budgeted Amount:** Enter the maximum budget salary per the department

BUDGET DETAILS

Budget/Chart field/Account string:

Pay Plan:

Pay Plan Months Off:

Salary Range/Grade*:  

Minimum: \$ 2,705.00
Maximum: \$ 3,829.00
Pay Frequency:

Anticipated Hiring Range:

Maximum budgeted amount:

SALARY AND COMPENSATION

- A. **Base Pay Rate:** This is the proposed monthly rate to be offered
- B. **Unit Basis:** Select appropriate selection from drop down menu
- C. **Monthly Pay:** Leave field blank
- D. **Annual Salary:** Leave field blank
- E. **Relocation:** Leave field blank.
- F. **Sign on Bonus:** Leave field blank
- G. **Other supplementary Compensation:** Leave field blank
- H. **Salary Notes:** Enter salary negotiation range for the Conditional Offer.

SALARY and COMPENSATION

Base Pay Rate*:

Unit basis*:

Monthly Pay:

Annual salary:

Relocation:

Sign on bonus:

Other supplementary compensation:

Salary notes:

Benefits Eligibility

Benefits eligibility is determined based on the appointment. To confirm benefits eligibility please see your benefits office for further details.

Benefits Eligible?: Yes No

Benefit Eligibility Details:

<p>I. Benefits Eligible: Select appropriate</p> <p>J. Benefit Eligibility Details: Leave field blank. (Recruiter will ensure the appropriate option has been selected.)</p>	
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<p>FACULTY/R03 DETAILS</p> <p>A. Leave all sections blank.</p>	<div style="background-color: #444; color: white; text-align: center; padding: 2px;">FACULTY / R03 DETAILS</div> <p>Rank: <input type="text" value="Select"/></p> <p>Service Credit: <input type="text" value="Select"/></p> <p>Start Up Amount: <input type="text"/></p> <p>Duration of Start Up Funds: <input type="text"/></p> <p>Assigned/Release Time (in terms of WTU's): <input type="text"/></p>
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<p>EDUCATION AND LICENSE VERIFICATION</p> <p>A. Leave all sections blank</p>	<div style="background-color: #444; color: white; text-align: center; padding: 2px;">EDUCATION and LICENSE VERIFICATION</div> <p>Please note that you must use the Major - Institute and License Name codes from PeopleSoft in this section so the data can correctly integrate to PeopleSoft</p> <p>If the appropriate code does not exist in the drop down list or the reference sheets - please follow the campus process to request it in PeopleSoft first and then enter the appropriate code below</p> <p>Highest Level of Education: <input type="text" value="Bachelor's Level Degree"/></p> <p>Degree Type: <input type="text" value="Bachelor of Business Admin"/></p> <p>Date of Completion: <input type="text" value="May 6, 2019"/> </p> <p>Major Code: <input type="text" value="1790"/></p> <p>Institute Code: <input type="text" value="001100"/></p> <p>License/Certification</p> <p>Please click HERE for a list of the License/Certificate Name. Then copy and paste the code below</p> <p>License/Certification Name: <input type="text"/></p> <p>License/Certification Number: <input type="text"/></p> <p>License/Certification Expiry Date: <input type="text"/> </p>
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<p>EMPLOYMENT CHECKS</p> <p>A. Leave all sections blank.</p>	<div style="background-color: #444; color: white; text-align: center; padding: 2px;">EMPLOYMENT CHECKS</div> <p>PRE-EMPLOYMENT CHECKS</p> <p>Background Check: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Background Check Codes: <input type="text" value="Select"/></p> <p>Pre-placement physical: <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
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ONBOARDING

- A. **Offer Type:** Select Hire or the appropriate drop down option.
- B. **Pay Group:** Select Master Payroll (Monthly) Or Positive Pay POS (Hourly)
- C. **Offer Approval Type:** Always select 'DH' from the drop down menu
- D. **Onboarding Form:** Base New Employee Data Form
If the offer is for an Active DH Employee, Leave field blank
- E. **Onboarding Portal:** DH Onboarding Portal
- F. **Onboarding Workflow:** Lead Recruiter will select the appropriate work flow
- G. **Reports To:** Enter appropriate Reports To
- H. **Onboarding Delegate:** To identify the Onboarding Delegate, click hyperlink, [Recruitment](#)

ONBOARDING

OfferType:*

Pay Group:*

Offer Approval Type:*

Onboarding Form:

Onboarding Portal:

Onboarding workflow:

Reports To:*
No user selected

Onboarding delegate:
No user selected

OFFER PROGRESS

- A. Leave all sections blank

OFFER PROGRESS

The following fields will require manual updates

Verbal offer extended: Yes No

Date verbal offer extended:

Verbal offer accepted: Yes No

Date verbal offer accepted:

The following fields will be automatically updated by the system

Offer accepted: Yes No

Date offer accepted: Aug 20, 2020

Offer declined: Yes No

Date offer declined: Sep 21, 2020

OFFER DOCUMENTS

Recruiter will select the appropriate appointment letter from the Document Library.

Offer documents

Documents attached to the offer appear in the section below.

Add document Merge document

Document	Date	Size	Category	
Staff, Full-time	Jan 21, 2020	1602Kb	Offer Letter	View Delete

Document library:

Name	Date	Size	
BASE-Offer Letter_Sample.rtf	Feb 21, 2018	63Kb	View
BASE Annual EEO ReportTemplate.xlsm	Oct 5, 2019	329Kb	View
TEST Merge Field	Aug 7, 2018	244Kb	View

- 1 - EEO Report Templates (3)
- 2 - Selection Reports (1)
- BASE Documents (1)
- CO - Chancellor's Office (2)
- DH - Dominguez Hills (2)

OFFER CHECK

Leave fields blank

Offer Check

Add a check group: Select Add

Add a check type: Select Add

APPROVAL PROCESS – CAMPUS

- A. **Originator** – Leave as is.
- B. **Approval process – Campus:**
DH- MPP Approval Process - to be utilized for all Management (MPP) positions

DH - Staff Approval Process - to be utilized for all Staff positions

If you are unsure, verify with your Recruiter before you submit. Do not submit this for approval if you are unsure.

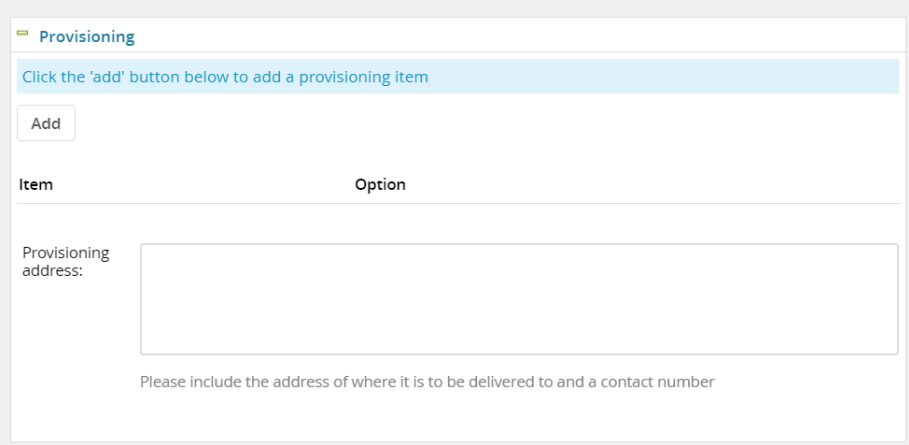
Name:* DH - Staff_Approval Proces

Step	Approval position	Levels above position	Default user	Days req'd
1	Budget	Select	No User selected	0
2	Hiring Man	Select	No User selected	0
3	Vice Presidi	Select	No User selected	0
4	Recruiter	Select	No User selected	0

APPLICATION STATUS

Application status

Update application status following offer: Yes No

<p>Update application status following offer: No</p>	
<p>PROVISIONING</p> <p>A. Leave Blank</p>	
<p>Click SUBMIT to begin the approval process</p>	