

# CHRS Recruiting

## Initiating an Offer Card – Staff/MPP

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## Introduction

This guide shows you how to work with offers and make offers to selected applicants. Offers require an approval process and fields on the offer are used for PeopleSoft integration.

## Definitions

Term	Definition
<b>Applicant card</b>	The Applicant card is a complete summary of an applicant in the system, including their personal details and application history.
<b>Application status</b>	A single stage of a recruitment process. Campuses pre-determine their recruitment processes based on the type of recruitment. Application status identifies where an applicant is in that process.  Example: First Interview Successful.
<b>Job card</b>	The Job card initiates a requisition with specific and relevant details of the job, posting language and requirements, and includes an approval process with notifications and alerts to approvers. With a unique ID to represent each requisition, it facilitates central information collection and tracking. The Job card also associates users to the requisition by their roles in the recruitment process, such as the Hiring Manager, HR/FA Representative (Recruiter), Search Committee Chair and other key team members.
<b>Job code</b>	Job code is a four digit number assigned to a specific classification based on CSU Classification Standard. In CHRS Recruiting, it is also referred to as Employee Classification. The field displays the classification title, and the Job No (number) box displays the actual four digit code.  Example: 1038
<b>Library</b>	A collection of documents and folders that exist in the CHRS Recruiting system. The library can contain such documents as interview guides, offer letters, and position descriptions.
<b>Merge field</b>	Merge fields are specific text strings that pull information directly from the system. You can use merge fields to personalize bulk communications.  Example: Dear {FIRSTNAME} is shown in the communication preview. When the communication is sent, {FIRSTNAME} is replaced by the value of the applicant's first name.
<b>Offer card</b>	A form that is used for creating the official offer to the selected applicant. The Offer card requires an approval process.

Term	Definition
<b>Offer status</b>	The offer status shows the progress of the offer through the offer approval process.
<b>PeopleSoft HCM</b>	PeopleSoft HCM is the Human Resources Management system. CHRS Recruiting is a separate system that ties in to PeopleSoft HCM via integration, so that records in the two systems are consistent.
<b>Position number</b>	<p>An eight-digit number associated with a position that is generated in PeopleSoft HCM. Position numbers are attached to positions when they are imported from PeopleSoft into PageUp. In PageUp, Positions numbers start with a campus two-letter code.</p> <p>Example: SA-00027198.</p> <p>(SA is the campus code for Sacramento.)</p>
<b>Provisioning</b>	A CHRS Recruiting feature that you use to order equipment, access, hardware, and software needed for a new hire. For physical items, provide an address for where the items are to be delivered.

## Create an offer

To prepare an offer for approval, you need to do the following tasks:

- Create an offer
- Complete the Offer card
- Select an offer approval process

## About the Offer card

The Offer card, like the Job card, is a form that is used across the CSU system. The Offer card is organized into sections to help separate fields that are related to staff and MPP positions.

Because new hires must be recorded in the PeopleSoft HCM, information in the CHRS Recruiting system must be synchronized with PeopleSoft. Fields must be completed correctly or the integration can fail.

When you create the offer for the first time, you should open the Offer card by using an application status change. To trigger the offer card, you must change the selected candidate's application status to **Prepare Offer to Extend**.

After you create the offer, the Offer card is more easily accessed through the Applicant card by clicking the Offer status link.

## When to create an offer

- After you have decided on a finalist to offer the job

## How to create an offer

You access the Offer card through the Offer status link on the Applicant card. However, when you are preparing the offer for the first time, you do this by changing the application status.

1. Open the **View applications** page for the job.

**Athletic Equipment Attendant I**
[View applications](#)

[Position info](#)   [Notes](#)   [Posting](#)   [Documents](#)   [Reports](#)
[View Job Card User Guides](#)
**REQUISITION INFORMATION**

Internal Team:

SA-Athletics Marketing/Promo - 78100

Recruitment Process:\*

SA-Staff/MPP Recruitment Process

Application Form:

SA-Staff/MPP Application Form

[Preview](#)
[Customize for job](#)

Job Code/Employee Classification:\*

Athletic Equipment Attendant I


[Job Code: 1514](#)

2. Click the status of the candidate you would like to prepare the offer for.

**Athletic Equipment Attendant I (501009)**
[Search](#)
[Results](#)
[Select](#)
[Submitted](#)
[Status](#)

Applicant No Pref Name First name Last name

Jul 15, 2021

**Finalist Selected/HR R**

121275

De'Aaron Fox

3. Change the status to **Prepare Offer to Extend**. The offer is created with some fields pre-populated with information from the job requisition.

**Change application status**

- Interview Unsuccessful
- Hiring Manager Review
- Hiring Manager Review - Hold
- Hiring Manager Review Unsuccessful
- Reference Check Initiated
- Reference Check Unsuccessful
- Finalist Selected/HR Review
- Prepare Offer to Extend**
- Conditional Offer Declined
- Accurate Background - Background Check Initiated

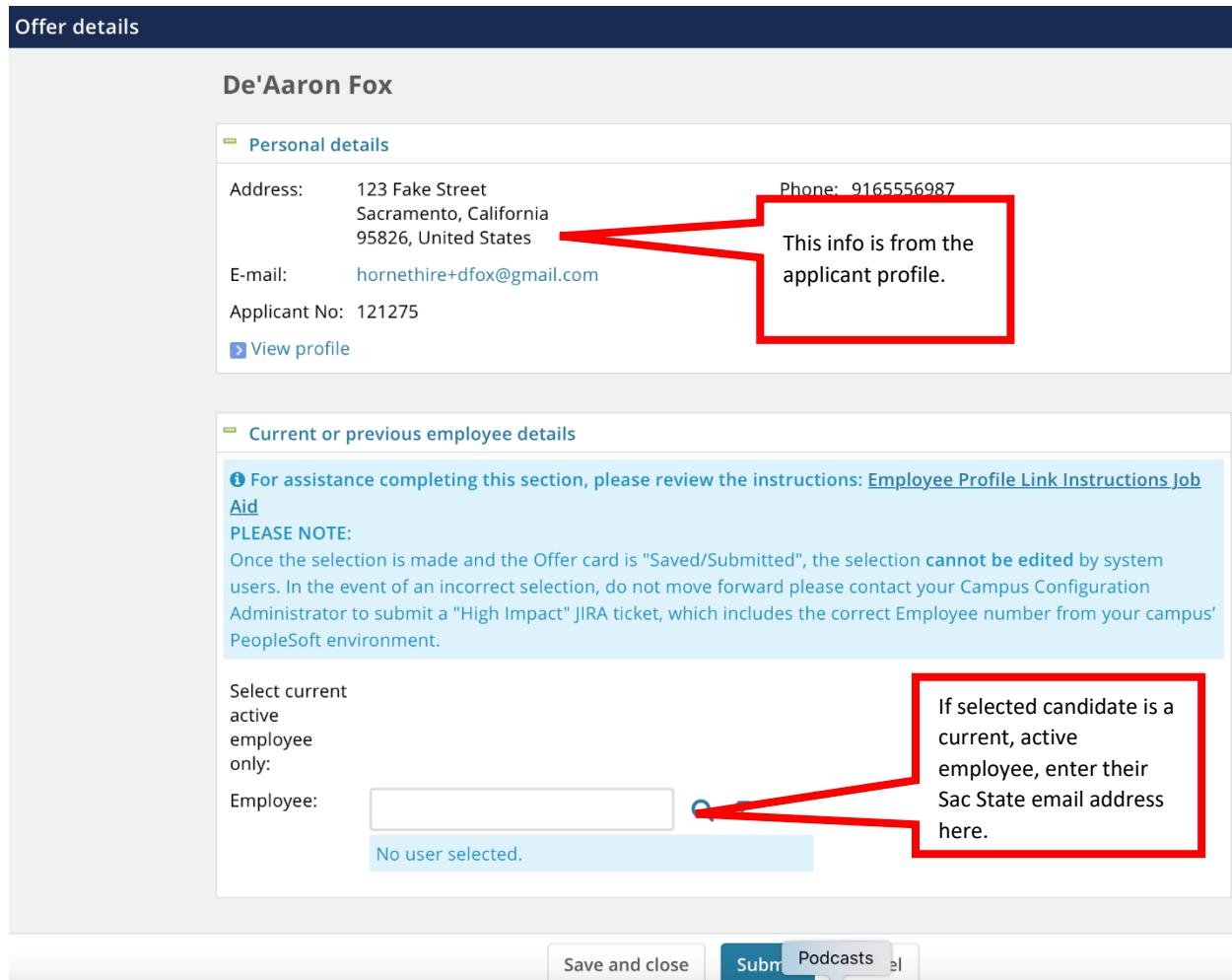
## Complete the Offer card

You must complete the Offer card before you can submit the offer for approval.

### How to complete the Offer card

1. Complete the fields on the Offer card by using the following screen captures and data tables.

Offer card - Personal, Job, Offer details sections



Offer details

De'Aaron Fox

Personal details

Address: 123 Fake Street  
Sacramento, California  
95826, United States

E-mail: hornethire+dfox@gmail.com

Applicant No: 121275

View profile

Phone: 9165556987

This info is from the applicant profile.

Current or previous employee details

For assistance completing this section, please review the instructions: [Employee Profile Link Instructions Job Aid](#)

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.

Select current active employee only:

Employee:

No user selected.

If selected candidate is a current, active employee, enter their Sac State email address here.

Save and close

Submit

Podcasts

The Personal details, Job details, and Offer details sections are pre-populated. You cannot edit most of them. The values for these fields is drawn from the Job card and Applicant card.

## Offer card – Position Details section 1

POSITION DETAILS		
1	Job Code/Employee Class:	Athletic Equipment Attendant I <span style="float: right;">🔍 🖊</span> <b>Job Code: 1514</b> <span style="float: right;">▼</span>
2	Auxiliary Hire:*	<input type="radio"/> Yes <input checked="" type="radio"/> No <p>Selecting 'Yes' will exclude this new hire from the PeopleSoft integration file.</p>
3	Hiring Type:	Probationary <span style="float: right;">▼</span>
4	Start date:*	<span style="float: right;">📅</span>
5	End date if applicable:	<span style="float: right;">📅</span>
6	Probation End Date:	<span style="float: right;">📅</span>
7	FTE:	1.000000
8	Hours Per Week:	40.00
9	FLSA Status:	Non-Exempt <span style="float: right;">▼</span>
10	Union:	Select <span style="float: right;">▼</span>
11	Union Language:	
12	Mandated Reporter:	General - The person holding this position is considered a general mandated reporter... <span style="float: right;">▼</span>
13	NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No

#	Field	Information
1	<b>Job Code/Employee Class</b>	<p>The job code is auto populated from the job card. You can expand the blue box to view information about this job code.</p> <p>Job Code/Employee Class: <span style="border: 1px solid #ccc; padding: 5px; width: 200px; border-radius: 5px; display: inline-block;">Athletic Equipment Attendant I <span style="float: right;">🔍 🖊</span></span></p> <p><b>Job Code: 1514</b> <span style="float: right;">^</span></p> <p>Job Family: ATHLET</p> <p>Union Code: R09</p> <p>CompFreq: M</p> <p>Job Function: STF</p>

#	Field	Information
2	<b>Auxiliary Hire*</b>	This field is auto populated from the job card. "No" should always be checked, as we do not hire Auxiliary positions in CHRS Page Up.
3	<b>Hiring Type</b>	This field is auto populated from the job card.
4	<b>Start date:*</b>	Use the calendar to enter the tentative start date. This date drives the new hire onboarding tasks. (This date may be changed by the Recruitment Analyst once the offer has been accepted)
5	<b>End date if applicable:</b>	Use this field only for temporary employees.
6	<b>Probation End Date:</b>	This field is used for Probationary hires. Please leave blank. The Recruitment Analyst will enter the date once the offer is accepted and start date is confirmed.
7	<b>FTE:</b>	This field is auto populated from the job card. Full-time equivalence: Enter a decimal value from 0 to 1. Example: 20 hours/week is 0.5 FTE.
8	<b>Hours Per Week</b>	This field is auto populated from the job card.
9	<b>FLSA Status:</b>	This field is auto populated from the job card.
10	<b>Union</b>	Select the union from the drop-down menu. Leave blank if unsure.
11	<b>Union Language</b>	Leave blank
12	<b>Mandated Reporter</b>	This field is auto populated from the job card.
13	<b>NCAA</b>	If Yes, then campuses would need to provide language in offer letters via Offer Template for applicable NCAA appointments.

## Offer card – Position Details section 2

Offer details

1	Sensitive Position:	<input type="text" value="Select"/>
2	Conflict of Interest:	<input type="text" value="None"/>
3	Concurrent Hire:	<input type="radio"/> Yes <input checked="" type="radio"/> No
4	Rehired Annuitant:	<input type="radio"/> Yes <input checked="" type="radio"/> No

#	Field	Information
1	<b>Sensitive Position</b>	This information is used in determining the appropriate type of background checks and new hire trainings.

#	Field	Information
2	<b>Conflict of Interest</b>	Designates whether the applicant must complete a Conflict of Interests form and attend training.
3	<b>Concurrent Hire:</b>	Select <b>Yes</b> if the applicant is a current employee who is going to be working both positions concurrently. A campus expert needs to provide training on how to identify this type of applicant.
4	<b>Rehired Annuitant:</b>	Select <b>Yes</b> if the applicant is a retired employee who is working part-time. A campus expert needs to provide training on how to identify this type of applicant.

## Offer card – Budget Details

**BUDGET DETAILS**

**1** Budget/Chart field/Account string:

**2** Pay Plan:

**3** Pay Plan Months Off:

**4** Salary Range/Grade: 

Minimum: \$ 2,912.00  
 Maximum: \$ 4,331.00  
 Pay Frequency:

**5** Anticipated Hiring Range:

**6** Maximum budgeted amount:

#	Field	Information
1	<b>Budget/Chart field/ Account String</b>	<b>This field is used by Budgets.</b> Enter chart string information including the Department, Fund, Program or Project, Class and % Distribution.
2	<b>Pay Plan:</b>	Select the applicable Pay Plan. Example: 12/12 months. This information can be merged into the offer letter.
3	<b>Pay Plan Months Off:</b>	If the Pay Plan field value is anything other than 12/12 months, you must specify which months are off. This information is merged into the offer letter.

#	Field	Information
4	<b>Salary Range/Grade:*</b>	This field is auto populated from the job card. The range selection is determined by the system- wide classification standards.
5	<b>Anticipated Hiring Range:</b>	Use this field to specify the campus-specific hiring salary range. This is usually used by the Budget Office to determine if the offer can be approved or not.
6	<b>Maximum budgeted amount:</b>	<b>This field is used by Budgets.</b> Please leave blank.

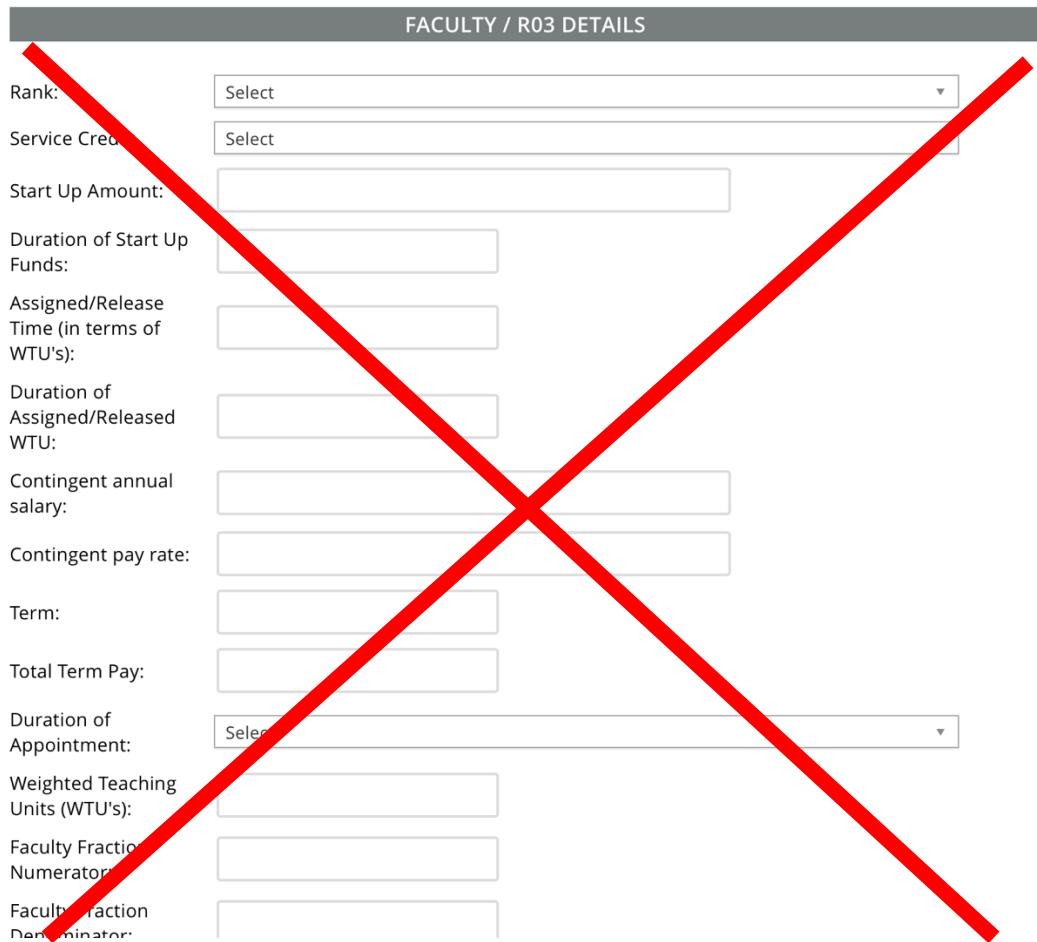
## Offer card – Salary and compensation

SALARY and COMPENSATION		
<b>1</b> <b>2</b> <b>3</b> <b>4</b> <b>5</b> <b>6</b> <b>7</b> <b>8</b> <b>9</b> <b>10</b> <b>11</b>	<p>Base Pay Rate:*</p> <input type="text"/>	<p>Unit basis:*</p> <input type="text" value="Select"/>
	<p>Monthly Pay:</p> <input type="text"/>	<p>Annual salary:</p> <input type="text"/>
	<p>Relocation:</p> <input type="text"/>	<p>Sign on bonus:</p> <input type="text"/>
	<p>Other supplementary compensation:</p> <input type="text"/>	
	<p>Salary notes:</p> <input type="text"/>	
	<p><b>Benefits Eligibility</b></p> <p>Benefits eligibility is determined based on the appointment. To confirm benefits eligibility please see your benefits office for further details.</p>	
	<p>Benefits Eligible?: <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	
	<p>Benefit Eligibility Details:</p> <input type="text" value="Select"/>	
	<p>Auxiliary Benefits:</p> <input type="text"/>	

#	Field	Information
1	<b>*Base Pay Rate:*</b>	This field is required for all hires. Please enter the minimum amount you would like the candidate to be offered.
2	<b>*Unit basis:*</b>	This field is required for all hires. Select the basis from the drop-down menu.
3	<b>Monthly Pay:</b>	This amount will be entered by the Recruitment Analyst once salary has been negotiated.
4	<b>Annual salary:</b>	Leave blank.
5	<b>Relocation:</b>	This field is used when relocation expenses have been approved for the hire. If not using, leave blank.
6	<b>Sign on bonus:</b>	This field is used when sign-on have been approved for the hire. If not using, leave blank.
7	<b>Other supplementary compensation</b>	Enter if applicable. If not, leave blank.
8	<b>Salary Notes</b>	Free text field designed to record any salary related information. <b>Enter proposed offer range for the selected candidate here, as applicable.</b> Also include your justification for any offer range at the 2 <sup>nd</sup> quartile or above. This field will be used by Class & Comp when approving salaries above the first quartile. For more information on Quartiles, refer to the "Quartile Information" section on page 20.
9	<b>Benefits Eligible</b>	Select Yes or No. If unsure, leave blank.
10	<b>Benefit Eligibility Details</b>	Select option from down-down menu. If unsure, leave blank.
11	<b>Auxiliary Benefits</b>	Leave blank.

## Offer card – Faculty / R03 Details

**FACULTY / R03 DETAILS**



Rank:	<input type="text" value="Select"/>
Service Credit:	<input type="text" value="Select"/>
Start Up Amount:	<input type="text"/>
Duration of Start Up Funds:	<input type="text"/>
Assigned/Release Time (in terms of WTUs):	<input type="text"/>
Duration of Assigned/Released WTU:	<input type="text"/>
Contingent annual salary:	<input type="text"/>
Contingent pay rate:	<input type="text"/>
Term:	<input type="text"/>
Total Term Pay:	<input type="text"/>
Duration of Appointment:	<input type="text" value="Select"/>
Weighted Teaching Units (WTU's):	<input type="text"/>
Faculty Fraction Numerator:	<input type="text"/>
Faculty Fraction Denominator:	<input type="text"/>

**This section is not applicable for Staff/MPP offers. Please skip.**

## Offer card – Education and License Verification

**This section is completed by Employment Services after the approval process. Please skip.**

## EDUCATION and LICENSE VERIFICATION

Please note that you must use the appropriate reference workbook to enter the correct Major, Institute and/or License/Certification code(s) in this section for the data to correctly integrate to PeopleSoft. Each workbook has multiple worksheets. Copy the code from the corresponding workbook and worksheet.

PeopleSoft 9.0 Campuses, use the following:

- [PS 9.0 Major, Institute and License/Certification codes](#)
- If the appropriate code does not exist in the drop down list or the reference sheets - please follow the Analysis and Recommendations listed in the [Major, License, School Codes Position Paper](#).

CHRS (PeopleSoft 9.2) Campuses, use the following:

- [CHRS PS 9.2 Major, Institute and License/Certification codes](#)

<b>1</b> Highest Level of Education:	<input type="text" value="Select"/>
<b>2</b> Degree Type:	<input type="text" value="Select"/>
<b>3</b> Terminal Degree for Discipline:	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>4</b> Date of Completion:	<input type="text"/> 
<b>5</b> Major Code:	<input type="text"/>
<b>6</b> Institute Code:	<input type="text"/>
<b>7</b> License/Certification Code:	<input type="text"/>
<b>8</b> License/Certification Number:	<input type="text"/>
<b>9</b> License/Certification Expiry Date:	<input type="text"/> 

#	Field	Information
1	<b>Highest Level of Education:</b>	If the job requires a degree, you must complete this field. This field is integrated with PeopleSoft.
2	<b>Degree Type:</b>	If the job requires a degree, you must complete this field. This field is integrated with PeopleSoft.
3	<b>Terminal Degree for Discipline</b>	If the job requires a degree, you must complete this field. This field is integrated with PeopleSoft.
4	<b>Date of Completion:</b>	If the job requires a degree, you must complete this field. This field is integrated with PeopleSoft.

#	Field	Information										
5	<b>Major Code:</b>	<p>If the job requires a degree, you must complete this field. This field is integrated with PeopleSoft.</p> <p>Click the <a href="#">HERE</a> link to download a list of Major codes. The spreadsheet includes codes and descriptions.</p> <p>Copy and paste the CODE value only.</p> <p>If the code is not in your campus's PeopleSoft instance, contact your campus administrator to request CO Standardization Team to add it into PeopleSoft across the system.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">PS Code</th> <th style="text-align: left; padding: 2px;">Major Description</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">10</td> <td style="padding: 2px;">ANA Board Certificate</td> </tr> <tr> <td style="padding: 2px;">20</td> <td style="padding: 2px;">Accounting</td> </tr> <tr> <td style="padding: 2px;">25</td> <td style="padding: 2px;">Administration</td> </tr> <tr> <td style="padding: 2px;">30</td> <td style="padding: 2px;">Adult Education</td> </tr> </tbody> </table> </div>	PS Code	Major Description	10	ANA Board Certificate	20	Accounting	25	Administration	30	Adult Education
PS Code	Major Description											
10	ANA Board Certificate											
20	Accounting											
25	Administration											
30	Adult Education											
6	<b>Institute Code:</b>	<p>If the job requires a degree, you must complete this field. This field is integrated with PeopleSoft.</p> <p>Click the <a href="#">HERE</a> link to download a list of Institute Codes. The spreadsheet includes codes and institute names.</p> <p>Copy and paste the CODE value only.</p> <p>If the code is not in your campus' PeopleSoft instance, contact your campus administrator to request CO Standardization Team to add it into PeopleSoft across the system.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">PS Institute Cd</th> <th style="text-align: left; padding: 2px;">Institute Name</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">001169</td> <td style="padding: 2px;">Claremont Graduate School</td> </tr> <tr> <td style="padding: 2px;">002780</td> <td style="padding: 2px;">New School For Social Research</td> </tr> <tr> <td style="padding: 2px;">014653</td> <td style="padding: 2px;">Pennsylvania Acad of Fine Arts</td> </tr> </tbody> </table> </div>	PS Institute Cd	Institute Name	001169	Claremont Graduate School	002780	New School For Social Research	014653	Pennsylvania Acad of Fine Arts		
PS Institute Cd	Institute Name											
001169	Claremont Graduate School											
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7	<b>License/Certification Name:</b>	<p>If the job requires a specific license, you must complete this field. This field is integrated with PeopleSoft.</p> <p>Click the <a href="#">HERE</a> link to download a list of License names. The spreadsheet includes codes and license names.</p> <p>Copy and paste the CODE value only.</p> <p>If the code is not in your campus' PeopleSoft instance, contact your campus administrator to request CO Standardization Team to add it into PeopleSoft across the system.</p>										
8	<b>License/Certification Number:</b>	If the job requires a license, you must complete this field. This field is integrated with PeopleSoft.										
9	<b>License/Certification Expiry Date:</b>	If the job requires a license, you must complete this field. This field is integrated with PeopleSoft.										

## Offer card – Employment Checks

This section is completed by Employment Services after the approval process. Please skip.

EMPLOYMENT CHECKS	
PRE-EMPLOYMENT CHECKS	
Background Check:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Background Check Codes:	Select
Pre-placement physical:	<input type="radio"/> Yes <input checked="" type="radio"/> No

## Offer card – Onboarding

ONBOARDING	
1	OfferType:*
2	Pay Group:*
3	Offer Approval Type:*
4	Onboarding Form:
5	Onboarding Portal:
6	Onboarding workflow:
7	Reports To:*
8	Onboarding Delegate 1:
9	Onboarding Delegate 2:
10	Onboarding Delegate 3:

1 OfferType:\*

2 Pay Group:\*

3 Offer Approval Type:\*

4 Onboarding Form:

5 Onboarding Portal:

6 Onboarding workflow:

7 Reports To:\*

8 Onboarding Delegate 1:

9 Onboarding Delegate 2:

10 Onboarding Delegate 3:

#	Field	Information
1	<b>Offer Type*</b>	Select from the drop-down menu. This field integrates with PeopleSoft Job Data, Action/Reason field.
2	<b>Pay Group*</b>	Select from the drop-down menu. For full-time Staff/MPP hires, please select <b>Master Payroll</b> . For Hourly-Intermittent hires, please select <b>Positive Attendance</b> . This field integrates with the PeopleSoft Payroll, Pay Group field.
3	<b>Offer Approval Type*</b>	This field determines the Offer Approval Process used to approve the offer card. Select “SA” from the drop-down menu.
4	<b>Onboarding Form</b>	This field refers to the New Hire Starter Form. This is a shared form across the system. If an employee ID is completed at the earlier part of the form, this field should be blank. Otherwise, select the “ <b>Base New Hire Data Form_V2020</b> .”
5	<b>Onboarding Portal</b>	This field determines the Onboarding Portal used to approve the offer card. Select “ <b>SA Onboarding Portal</b> ” from the drop-down menu.
6	<b>Onboarding Workflow</b>	This field determines the Onboarding Workflow used to approve the offer card. Select “ <b>SA-Staff/MPP Onboarding Workflow</b> ” from the drop-down menu.
8	<b>Reports to:*</b>	This is auto populated from the Job Card. This person gets notification of offer acceptance and onboarding task progress. Enter or search for the appropriate user.
9-10	<b>Onboarding Delegate(s)</b>	Back-up for the Reports To person who can perform the same onboarding tasks if necessary. Enter or search for the appropriate user. If an onboarding delegate is specified, both hiring manager and delegate receive email reminders for onboarding tasks.

## Offer Progress

**This section is completed by Employment Services. Please skip.**

### 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:  

Offer declined:  Yes  No

Date offer declined:  

#### Offer documents

 Documents attached to the offer appear in the section below.

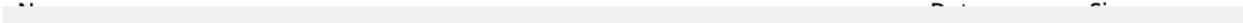
[Add document](#)

- [Merge document](#)



Document	Date	Size	Category
----------	------	------	----------

Document library:



## Offer card – Approval Process

Approval process - Campus

Hiring Manager:\*

1 

Matthew Kurtz  

Email address: [kurtz@csus.edu](mailto:kurtz@csus.edu) 

Approval process - Campus:

2 

SA-Staff/MPP Offer Approval Process 

1. Department Level Approver:

3 

No user selected.

2. Program Center Level Approver:

No user selected.

3. Division Level Approver:

No user selected.

4. HR Analyst:

No user selected.

5. Class & Comp:

Victoria Camargo  

Email address: [victoria.camargo@csus.edu](mailto:victoria.camargo@csus.edu) 

6. HR Analyst:

No user selected.

7. Budget:

Kendall Newman  

Email address: [kendall.newman@csus.edu](mailto:kendall.newman@csus.edu) 

#	Field	Information
1	<b>Hiring Manager</b>	This field shows the originator of the offer. Change this field only if you are changing ownership of the offer process.
2	<b>Approval process</b>	Select the “SA-Staff/MPP Offer Approval Process” for recruited hires. If no approval process is available, ensure that the *Offer Approval Type:* field in the Onboarding section is complete.
3	<b>Approvers</b>	Specify the approvers in the approval process. Your approval process might have more or fewer steps. Do not change Class & Comp or Budget Approvers that are listed. HR will change if necessary.

## Offer card – Application status and Provisioning sections

Application status
1

Update application status following offer:  Yes  No

Provisioning
2

Click the 'add' button below to add a provisioning item

Item	Option
Provisioning address:	<span style="border: 2px solid red; padding: 2px 5px; border-radius: 5px; display: inline-block; text-align: center;">3</span>

Please include the address of where it is to be delivered to and a contact number

Note: this section might be hidden by your campus administrators.

#	Field	Information
1	<b>Update application status following offer</b>	Please select <b>No</b> for this field. If you select <b>Yes</b> , then the application status is automatically changed when you submit the offer. The status change can trigger a communication to the applicant, which you will need to review or edit.
2	<b>Add provisioning items</b>	Provisioning items are items that need to be delivered to the new hire, such as laptops, passwords, badges, and so on. Click <b>Add</b> to add provisioning items. A new window opens from which you can specify items to add.
3	<b>Provisioning address</b>	You must provide an address where provisioning materials are to be delivered.

## What happens next/Submitting Recruitment Documents

- The offer approval process begins.
- The recruitment documents such as interview notes and process summary should be [uploaded to the Job Card documents section](#) (find Staff/MPP Search Committee: Uploading Documents video near bottom of page). Please refer to the Upload Recruitment Documents guide for more assistance.
- Your Employment Services team will assist with the offer process and onboarding.

## Revise an offer

If the applicant wants to renegotiate the offer, or if other changes are required, the offer must be revised.

Revising the offer requires two application status changes for recording purposes and to trigger the actions needed for the revision.

## Quartile Information

A **classification salary range** can be broken up into four segments, known as **quartiles**, for salary consideration and review purposes. For example, if a classification salary range for a given position is \$1,000 per month - \$5,000 per month, then the first quartile would be \$1,000-\$1,999, the second quartile would be \$2,000-\$2,999, and so on.

Knowing which quartile your **offer range** for a selected candidate falls in is needed to allow you to choose the proper approval process on the offer card. If the offer range falls in the first quartile, select “SA-Staff/MPP Offer Approval 1<sup>st</sup> Quartile.” If the offer range falls in the second, third, or fourth quartile, select “SA-Staff/MPP Offer Approval 2<sup>nd</sup> Quartile and Above.”

Please visit the Classification & Compensation website for a helpful [Quartile Calculator](#). You will need to know the position classification salary range and approved offer range to use the tool.

## How to Revise an offer

1. Set the application status to **Revised offer**.
2. Renegotiate the offer with the applicant.
3. Set the application status to **Prepare offer to Extend**.
4. Update the offer card.
5. Resubmit the offer for approval.

## Free a position after a declined offer

If you want to make an offer to an applicant after another applicant has already declined the offer, you see a message indicating that no positions are available.

Only administrators can remove the offer. Removing the offer also removes all records of the offer.

You need to be able to free up the position so that you can make an offer to another applicant without removing the offer.

To do this, you can:

- Free the position
- Create another position

## When to free a position

- You have made an offer to an applicant, who has declined the offer.
- You want to make an offer to another applicant.

## How to free the position

1. Open the job requisition.
2. Click on the name of the applicant who declined the offer. The Applicant card opens.

### **i Athletic Equipment Attendant I (501009)**



Select	Submitted	Status	Applicant No	Pref Name	First name	Last name	Rankir
	Jul 15, 2021	Conditional Offer Decl	121275		De'Aaron		

3. On the Applicant card, click the Offer declined status.

**De'Aaron Fox**
[View profile](#)
[Add flags](#)

95826, United States

E-mail

[hornethire+dfox@gmail.com](mailto:hornethire+dfox@gmail.com)

Applicant No

121275

Employment status

-

Original source

[MathJobs](#)

e-Zines comms hold



Yes

**Applications**
[History](#)
[Scheduled emails](#)
[CRM](#)
[Resume / CV](#)
**501009 - Athletic Equipment Attendant I**

 Date submitted  
 Jul 15, 2021

 Applied via  
[MathJobs](#)

 Status changed Jul 23, 2021  
[Conditional Offer Declined](#)
[Resume / CV](#)  
[View](#)
[Form](#)  
[View](#)

The offer card opens up.

4. Click **Save & Close** at the bottom of the Offer card.
5. Click **Done** to close the Applicant card.
6. Refresh the job requisition to confirm that the position is free.

Positions:\*

Position no	Type:*	Applicant	Application status
1 <input type="text" value="Athletic Equipment Attendant I"/>  	Replacement	-	-
<a href="#">Position no: SA-00000415</a>			

## How to create another position

If freeing the position does not work, you can work around the issue by creating another position.

1. Open the job requisition.
2. In the **Number of Positions** section, enter “1” in the **New or Replacement** field.
3. Click **Add more**.
4. Enter the same position number in the Position no field, then click the Magnifying glass to ensure the blue box is filled.

**OPEN POSITIONS**

Select the amount of positions required: New (additional headcount) or Replacement (replacing an existing employee)

Positions:*	Position no	Type:*	Applicant	Application status
1	Athletic Equipment Attendant I <input type="text" value="Position no: SA-00000415"/>	Replacement	-	<a href="#">Cancel</a>
2	Athletic Equipment Attendant I <input type="text" value="Position no: SA-00000415"/>	New	-	<a href="#">Cancel</a>
		New: <input type="text"/>	Replacement: <input type="text"/>	<a href="#">Add more</a>

**Make sure the new position has the same position no.**

**Enter 1 or more**

5. Click **Submit & Exit** at the bottom of the job requisition.

## **Approval**

If you use the same position number, you do not need to submit the new position for approval; the position was already approved.

## **What happens next**

- The history of the declined offer is maintained on the Applicant card.
- You can move a candidate to the Prepare Offer status.

## **Appendix A: Revision History**

### **Revision history**

Last modified on	Author	Reason
3/19/2019	CHRS Recruiting Training Team	Initial publication
4/26/19	CHRS Recruiting Training Team	Minor updates, added information on freeing a position
6/7/19	CHRS Recruiting Training Team	Release 7 updates
11/20/19	CHRS Recruiting Training Team	Release 8-12 updates
7/23/21	Sac State CCAs	Updates to reflect Sac State process

Version Updated 5/24/2022