

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

CREATE OFFER LETTER AND MAKE ONLINE OFFER

CREATE AN OFFER

To create an offer letter for an applicant you can access the applicant card from **“Manage Applications”** or **“Manage Jobs”**  in the Hamburger menu. The following shows how to access applicants from **“Manage Jobs”**.

- From **“Manage Jobs”** select the **“Application Icon”** or **“Application”** to view the applications from the appropriate requisition number.

PageUp

Update profile

Home

New job

Jobs open

Approvals

Advertisements

Search committee review

Applications

Assigned applications

Interviews

Offers

New Hires

My new hire tasks

Jobs

Manage jobs

Applicants

New applicant

Applicant search

Manage applications

New job | New campaign | Select a bulk action

Manage jobs

Status: All Search

Types: All

Show other search criteria

Job No.	Date created	User	Title	Area	Department	Status	Applications	Site	Opening date	Closing date	Hiring Coordinator	Sourced
492534	29 May 2016	Jr	Custodian II	Campus Services-ACO	490400-Custodial Services	Filled	0		29 May 2016	3 Jun 2016	Harry Hire	×
493535	8 Jun 2016	Jr	Accounts Receivable Speciali	Budget and Planning-BSA	450200-Office of the Controller/Treasurer	Withdrawn	0				Harry Hire	×
493536	8 Jun 2016	JT	Accounts Receivable Speciali	Budget and Planning-BSA	450200-Office of the Controller/Treasurer	Draft	0				Harry Hire	×

Admissions Assistant (492533)

Search Results

Submitted	Status	Pref Name	First name	Last name	Phone	Mobile	Email	Country	State	City	Ref.	Score	Dup	Undisclosed?	Employee	Source	Sub-source	Flags
29 May 2016	Prepare Offer	Jordan	Jordan	Ross	215-555-5555		noemail2@noemail.com	United States	Alaska	Nowhere	0			False		Internet	IND	
30 May 2016	New	Billy	Billy	Bulldog	7856		noemail10@noemail.com	United States	California	Starkville	0			False		Internet	Monster	
30 May 2016	New	Tham	Tham	Hughes	212.880.8800		thona@email.com	United States	Connecticut	New York	0			False		Internet	C1	

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- To complete the Offer Card, click on the applicant's **"Status"** to change the applicant status.
- The display below will show the status of all applicants in the requisition.

New applicant | Search by answers to questions | Select a bulk action ▼

Admissions Assistant (492533)

Search Results

			Pref Name	First name	Last name	Phone	Mobile	Email	Country	State	City	Ref.	Score	Dup	Undisclosed?	Employee	Source	Sub-source	Flags ▼
29 May 2016	Prepare Offer		Jordan	Jordan	Ross	215-555-5555		noemail2@noemail.com	United States	Alaska	Nowhere	0			False		Internet	IND	
30 May 2016	New		Billy	Billy	Bulldog	7856		noemail10@noemail.com	United States	California	Starkville	0			False		Internet	Monster	
30 May 2016	New		Tham	Tham	Hughes	212.880.8800		thona@email.com	United States	Connecticut	New York	0			False		Internet	C1	

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- Once you click on the status of the applicant that you would like to change, the **"Change Application Status"** box below will appear.

Change application status

New
Under Review for Position
Did not Meet Minimum Qualifications
Applicants Selected for Interview
Applicants Interviewed/Not Hired
Applicants Not Selected for Interview
Reference Check
Reference Check Unsuccessful
Prepare Offer
Make Online Offer
Offer Rescinded
Offer Declined
Offer Accepted
MSU Onboarding Form Complete
Hired
Removed
Withdrawn

Save Next > Cancel

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- To prepare an offer, change the applicant status to **“Prepare Offer”** from the **“Change Application Status”** list.

Change application status

New
Under Review for Position
Did not Meet Minimum Qualifications
Applicants Selected for Interview
Applicants Interviewed/Not Hired
Applicants Not Selected for Interview
Reference Check
Reference Check Unsuccessful
Prepare Offer
Make Online Offer
Offer Rescinded
Offer Declined
Offer Accepted
MSU Onboarding Form Complete
Hired
Removed
Withdrawn

Save Next > Cancel

- Once you change the status, select **“Next”**.

The pop-up box below will appear.

- Select **“No”** in the **“Communication Template”**, (this will prevent an email from being sent to the applicant or additional users) an email will be sent to the applicant later in the process.

Confirm status change

You are about to move Norman Abram to a different status:

From status: Applicants Interviewed/Not Hired
To status: Prepare Offer

Communication template: -- No template --

E-mail: Applicant: ☐ Yes ☒ No

☒ No SMS will be sent to the applicant as they do not wish to receive them.

Additional users from job: ☐ Yes ☒ No

Status	Date	Time	User
<input checked="" type="checkbox"/> Offer made	19 Apr 2016	3:53 pm	Harry Hire
<input checked="" type="checkbox"/> Reference check 3	30 Mar 2016	12:03 pm	English Begley
<input checked="" type="checkbox"/> Review 3	30 Mar 2016	11:03 am	English Begley
<input checked="" type="checkbox"/> Unsuitable - at this time	13 Apr 2016	2:52 pm	Juli Rester
<input checked="" type="checkbox"/> Pre-offer check	14 Apr 2016	8:19 am	Judy Shaw
<input type="checkbox"/> Interview 1	dd mmm yyyy		--
<input type="checkbox"/> Interview 2	dd mmm yyyy		--
<input type="checkbox"/> Line manager review 1	dd mmm yyyy		--
<input type="checkbox"/> Offer accepted	dd mmm yyyy		--

Move now Cancel Spell check

- Scroll down** until you see **“Update job status from Approved to Offer”**.
- Select **“Yes”**.

Update job status from Approved to Offer: ☒ Yes ☐ No

Move now Cancel Spell check

- Select **“Move Now”**.

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Once you move the status to **“Prepare Offer”**, the offer card will appear. The offer card is used to complete the fields for the offer letter to the applicant, and receive approval from the appropriate administrators. Please fill in all fields marked with an **asterisk (*)**. Not all the fields in the offer card apply to the offer; please review the PDF **provided “Offer Card-Notes”** as a guide for the offer letter fields. You can view the offer letter instructions, offer letters, or offer card notes, before you create your offer. **See page seven of this manual for further instructions on how to view an offer letter before you complete the offer card.**

Offer Card Example

OFFER DETAILS

Candidate Expected
Start Date:*

18 Apr 2016



End Date if
applicable:

dd mmm yyyy



Title Code:

Job Title:

Assistant Manager

College (if
applicable):

Business



Position Type:

Regular Full-Time 12-month



FTE Percent:

100

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Once you fill in all the appropriate fields in the offer card for the offer, you will select the appropriate **“Onboarding Workflow”**.

Nine workflow options determine what tasks are assigned to an employee.

1. Current Employee – Benefits Eligible to Benefits Eligible Position
2. Current Employee – Moving to Benefits Eligible Position
3. Intermittent Employee
4. Lecturer – New Hire
5. Lecturer – Rehire
6. MSU Rehired Retirees –New Hire
7. MSU Rehired Retirees – Rehire/No Break
8. New Employee – Not Current Employee Faculty Appt
9. New Employee – Not Current Employee Staff



- Please select from the dropdown list the appropriate **“Onboarding Workflow”**.



ONBOARDING DETAILS

New Starter Form:*

Onboarding Workflow:*

If yes please complete section at bottom of Offer Card

Onboarding Manager (Hiring Coordinator):*  

Onboarding delegate (Additional Hiring Coordinator):  

Onboarding Workflow Dropdown List

None

None

Current Employee - Ben Elg to Ben Elg

Current Employee - Moving to ben eligible position

Intermittent Employee

Lecturer - New Hire

Lecturer - Rehire

MSU Rehired Retirees - New Hire

MSU Rehired Retirees - Rehire/No Break

New Employee - Not Current Employee Faculty Appt

New Employee - Not Current Employee Staff

No Workflow Selected

A delegate can be assigned to help the Hiring Coordinator oversee the Onboarding tasks. Please refer to **“Managing the Onboarding Process”** guide for additional information.

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OFFER DOCUMENTS

Once all the appropriate fields have been filled out in the offer card, an offer letter will need to be merged with the information you keyed in the offer card. The instructions for the offer letters are located in the **“Offer Letter Instructions”** folder. The offer letters may be viewed prior to completing the offer card in the **“MSU Offer Letter Templates”** folder. These folders are located near the bottom of the offer card.

VIEW AN OFFER LETTER

- You can view the offer letter before you merge by opening the **“MSU Offer Letter Templates”** folder in the **“Document Library”**.

Offer documents

Documents attached to the offer appear in the section below.

[Add document](#) [Merge document](#) [?](#)

Document	Date	Size	Category	
MSU Offer Letter - Support Staff - Fakey.rtf	31 May 2016	10899Kb	Offer Final	View Delete

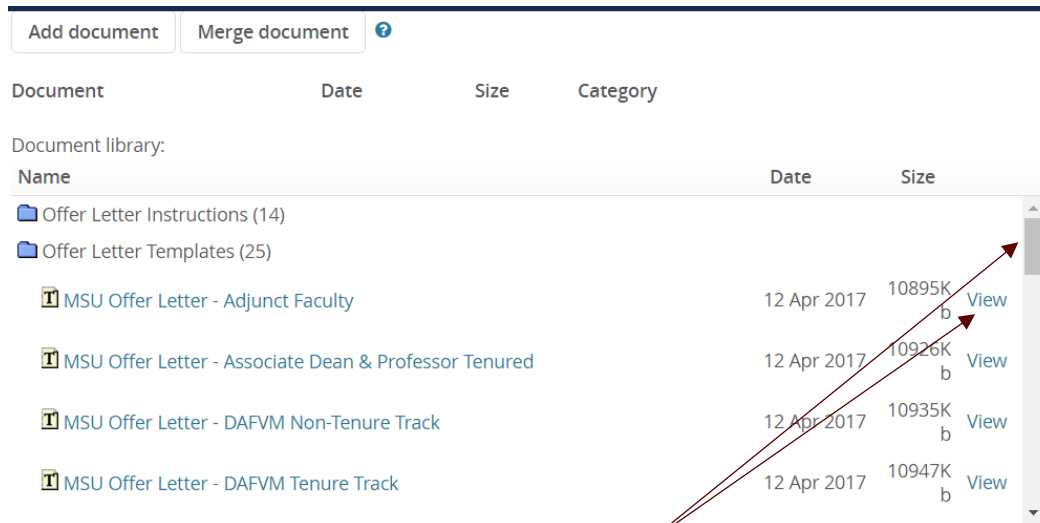
Document library:

Name	Date	Size
Offer Letter Instructions (14)		
Offer Letter Templates (25)		

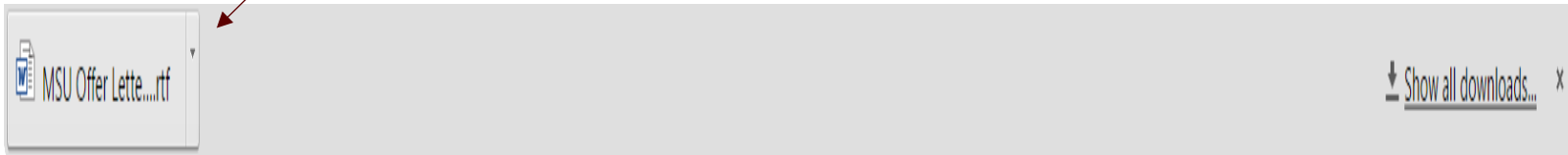
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- The box below will appear. Depending on the browser you are using, the letter may open automatically or appear as a download file.



- Find the letter you would like to view by using the **scroll bar** and select **"View"**.
- Select the **"Download Button"** to open your letter in Microsoft Word.



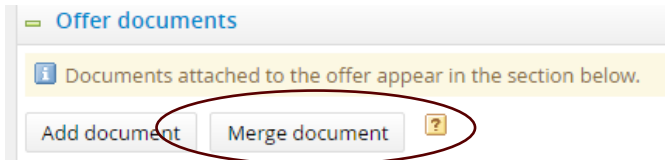
- Close the letter when you have finished reviewing the contents and please make sure that all the appropriate fields for the offer letter is completed in the offer card.

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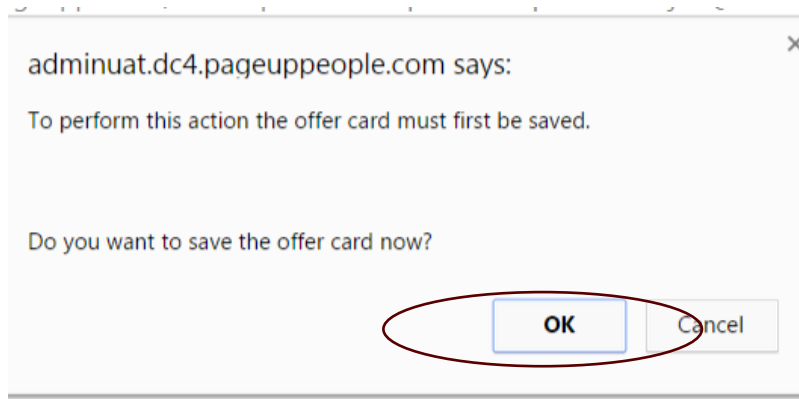
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MERGE AN OFFER LETTER

- Select the **"Merge Document"** button.



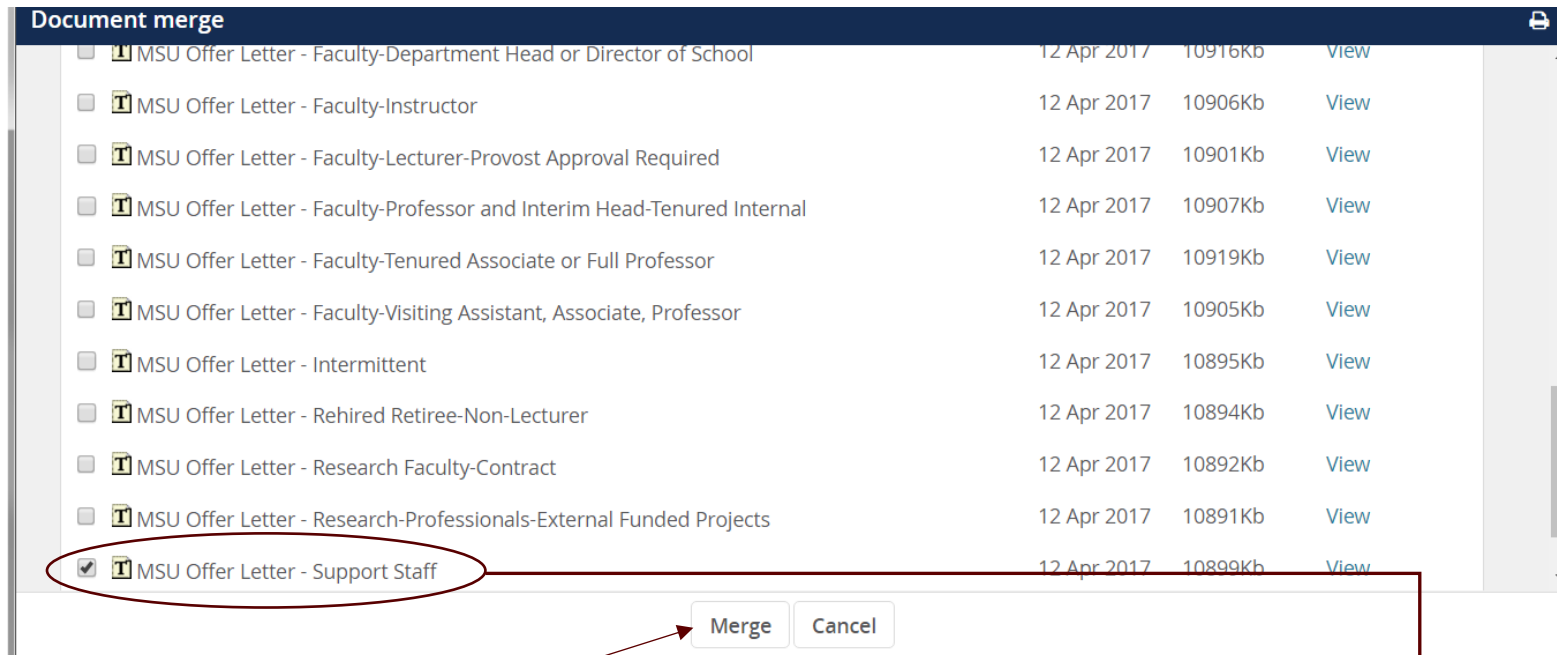
- The box below will appear. **Select "OK"**.



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- The window below will appear.

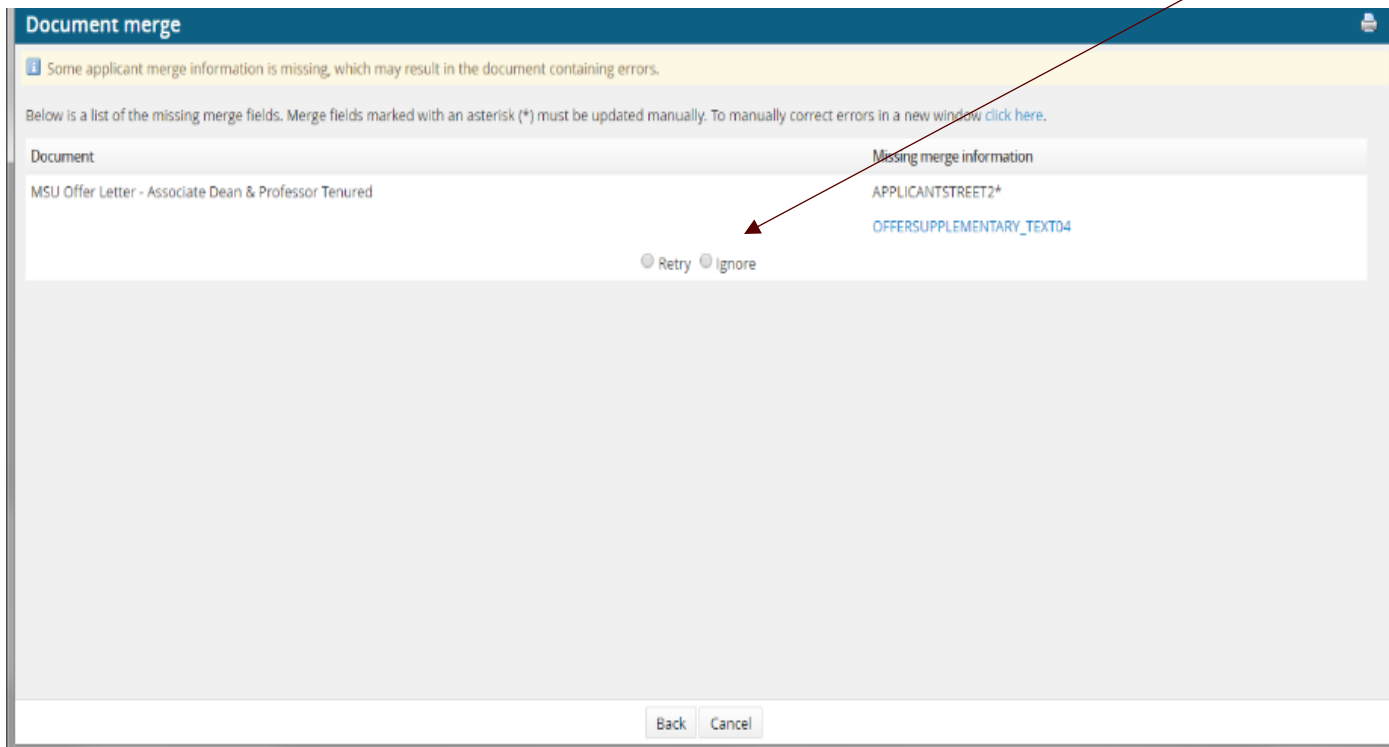


- Select the appropriate offer letter by making a selection to the left of the offer Letter. Once you have selected, a **check mark** will appear by the letter you have selected.
- Select **"Merge"**.

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- The message below will appear if the offer letter does not include all the merge fields from the offer card. Select **“Ignore”** or check your offer card and make sure that all the appropriate fields that apply to the offer letter have been filled in with the appropriate information.



The screenshot shows a web application window titled "Document merge". At the top, a yellow banner contains a warning icon and the text: "Some applicant merge information is missing, which may result in the document containing errors." Below this, a message states: "Below is a list of the missing merge fields. Merge fields marked with an asterisk (*) must be updated manually. To manually correct errors in a new window [click here](#)." The main content area features a table with two columns: "Document" and "Missing merge information". The "Document" column lists "MSU Offer Letter - Associate Dean & Professor Tenured". The "Missing merge information" column lists "APPLICANTSTREET2*" and "OFFERSUPPLEMENTARY_TEXT04". Below the table, there are two radio buttons: "Retry" (selected) and "Ignore". A red arrow points from the word "Ignore" in the instructional text above to the "Ignore" radio button. At the bottom of the window are "Back" and "Cancel" buttons.

Document	Missing merge information
MSU Offer Letter - Associate Dean & Professor Tenured	APPLICANTSTREET2*
	OFFERSUPPLEMENTARY_TEXT04

☒ Retry ☐ Ignore

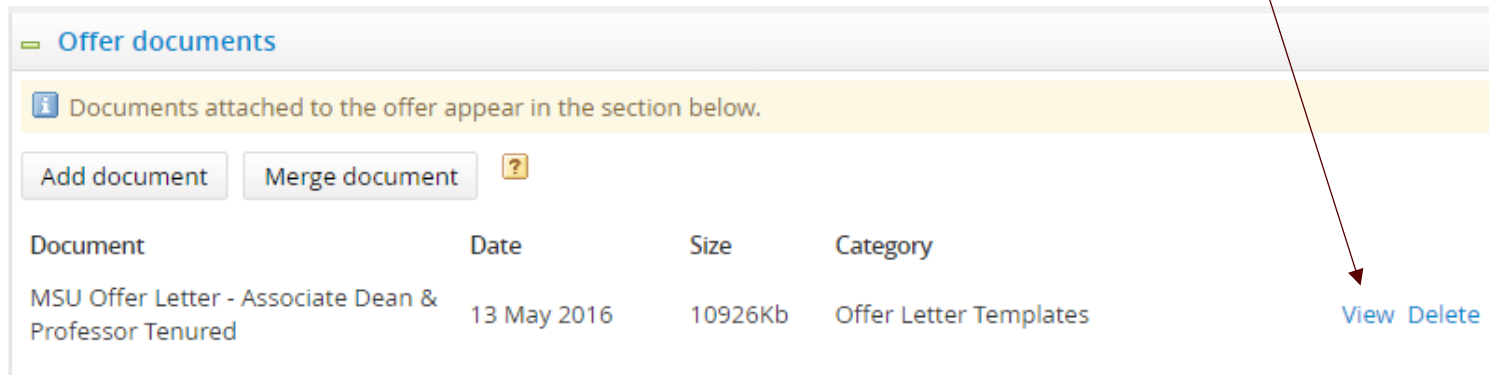
Back Cancel

- If you select **“Ignore”**, the merge will complete the process and place the offer letter in the offer card.

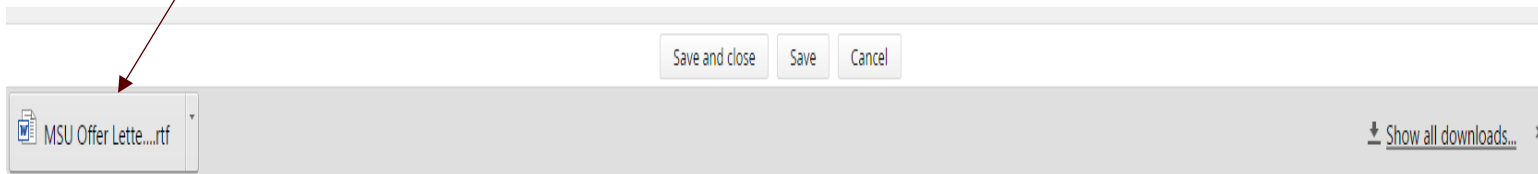
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- To view your offer letter that was placed in your offer card and make the appropriate updates, select **“View”**. Once you make your selection, the offer letter will appear at the bottom of your screen in a download file.



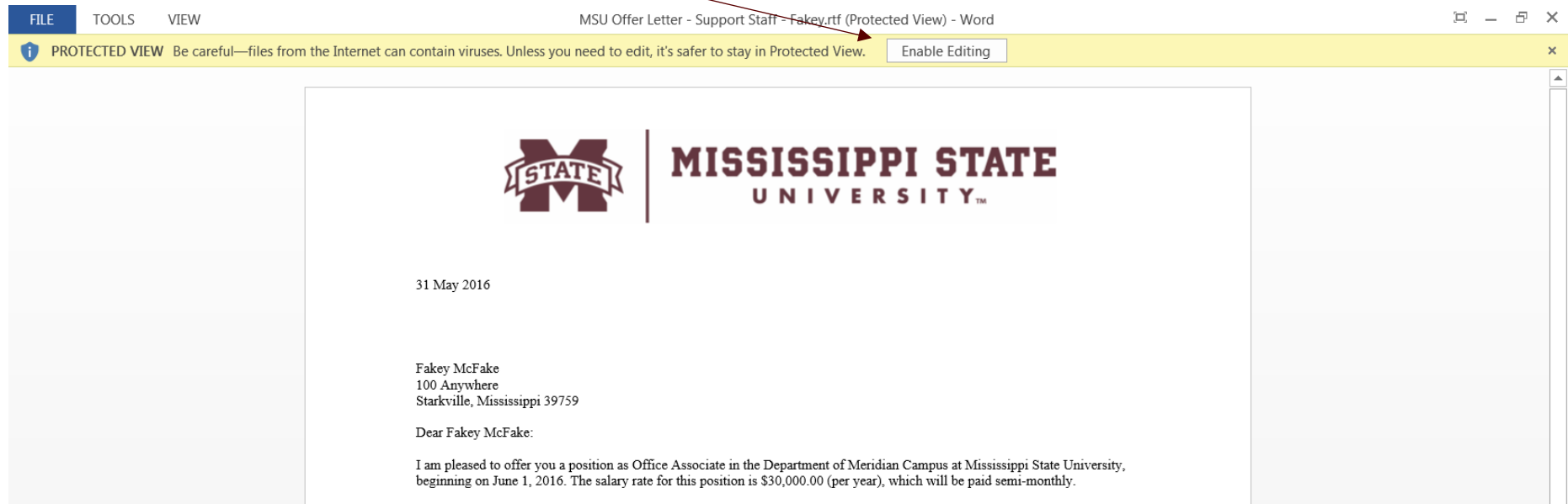
- Select the **“Download Button”** to open your letter in Microsoft Word. All offer letters must be save as **“rtf”** format to make online offers. The offer letter will open in your system for you to make any appropriate changes.



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- When the letter is open, you must select **“Enable Editing”** (this button is found at the top of the word document) before you can make your changes.



Please do not remove the logo in the offer letters. This logo will be used for all offer letters at Mississippi State University. Once you have made all your changes, save your letter as **“rtf”** file in your directory.

- Select File
- Select Save As
- Select what directory to save your offer letter
- Select to save the file as **“Rich Text Format” (.rtf)**
- Close the saved letter

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- Remove the original offer letter from your offer card by selecting **"Delete"** in your offer documents.
- Select **"Add Document"**

Offer documents

Documents attached to the offer appear in the section below.

Add document **Merge document** ?

Document	Date	Size	Category	
MSU Offer Letter - Associate Dean & Professor Tenured	13 May 2016	10926Kb	Offer Letter Templates	View Delete

- The window below will appear.

Upload a new document - PageUp - Google Chrome

<https://adminuat.dc4.pageuppeople.com/FileUpload?sData=HocROcg0FerrS6YCC>

Upload a new document

File:* **Upload file** **Dropbox**

Document category:* Offer Final

Title:

Save and add another **Save and close** **Close**

- Select **"Upload File"**
- Select the offer letter you saved and select **"Open"**. The file will upload and show its progress as it loads. Once the file has been loaded, fill in the **"Title"**. (The **"Document Category"** must read **"Offer Final."**)
- Select **"Save and Close"**. The final offer letter is attached and if any other documents need to go with the offer letter for approval, you would add those documents separately with the **"Add Document"** button. If you add other documents, please make sure you select the proper "Document Category" for each document you upload to the offer card. **The offer letter is the only document that should have the Document Category "Offer Final".**



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- Select the appropriate approval process for your department. You will be required to click on the **"Binocular Icon"** to find the person that is required to approve each step (if blank). All steps require an approver. Once an offer is approved, an email will be sent to the person listed as the Hiring Coordinator and originator advising that the offer have been approved.



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Approval process

Originator:*  

 Email address:

Approval process:

1. Step 1 Approval:  
No user selected.

2. Step 2 Approval:  
No user selected.

Save and close **Save** **Cancel**

- Select **"Save and Close"**. This will move the offer to the next approver for approval.

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- Once an offer has gone through all the approvals, you can now **"Make Online Offer"**. You can change the applicant **status** by selecting the status from the applicant screen or the applicant card.

Search		Results				
Select		Submitted	Status	Pref Name	First name	Last name
<input type="checkbox"/>	<input type="checkbox"/>	30 Mar 2016	Applicants Interviewed/Not H	Norm	<input checked="" type="radio"/> Norman	Abram
<input type="checkbox"/>	<input type="checkbox"/>	30 Mar 2016	Make Online Offer	Darrell	<input checked="" type="radio"/> Darrell	Easley

- Select **"Make Online Offer"** and select **"Next"**.

Change application status

- New
- Under Review for Position
- Did not Meet Minimum Qualifications
- Selected for Interview
- Reference Check
- Applicants Interviewed/Not Hired
- Applicants Not Selected for Interview
- Prepare Offer
- Make Online Offer**
- Offer Rescinded
- Offer Declined
- Do not use
- Hired
- Removed
- Withdrawn
- Ineligible

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- Review the email (Email Example Below) and select **“Move Now”**.
- Make sure to select **“Yes”** to send an email to the applicant.

E-mail: Applicant: ☒ Yes ☐ No

From:*

Subject:*

Message: Merge fields

Format selection ▼ **B** *I* [List Icons] [Link Icon] [Image Icon] Tools ▼

Dear Darrell,

We would like to formally welcome you to **Mississippi State University** in the position of Mickey Mouse.

In order to view your offer letter, which outlines the terms and conditions of your employment, please follow the steps below:


1. Access the **Mississippi State University** careers website at <http://careers.pageuppeople.com/773/cw/en-us/listing>. Then click on 'Existing Applicant Log-in' and log into your account. If you have forgotten your password, please click on the 'Forgotten Password' link. A new password will be generated and sent to your email address.
2. At the top of the screen you will see a yellow bar. Click on the 'View Offer' link to review your employment contract.
3. Please open and review your offer documents before accepting or declining your offer.
4. After viewing your employment offer letter, you will need to close the letter and return to the previous screen. If you are happy with the details of the employment letter, please click on the 'I accept' button.
5. Once you indicate your online acceptance, you will be prompted to complete an online 'MSU Onboarding Form'. Please fill out the details of each form accordingly.

- An email with directions on how to access the offer will be sent to the applicant. The applicant will access the offer letter through the link in the email or the careers page with their account login information. The applicant views the offer letter and marks **“Offer Accepted”** or **“Offer Declined”**.

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- Once the applicant selects the link in the email the window below will appear with the link to the offer letter.

**MISSISSIPPI STATE**
UNIVERSITY


Welcome Fakey

HomeUpdate profileUpdate resuméAccount

You have been made an employment offer for your **Test Job** application.
[View Offer](#)

Just so we can get to know you better, we'd like for you to tell us more about yourself.
So that we can understand where you'd really make a difference, every little bit of information you add counts! And of course – you can always provide us your resume.

PROFILE



Incomplete applications
You have no incomplete applications.

Submitted applications

Please note that offer documents can be retrieved from within the "view application" link of the job.

▶ Test Job (492211)
Academic Affairs-Meridian Campus-AMC
Application submitted 19 Apr 2013 at 1:26pm AEST.
Current status: Offer Made

[View application](#)[Update references](#)