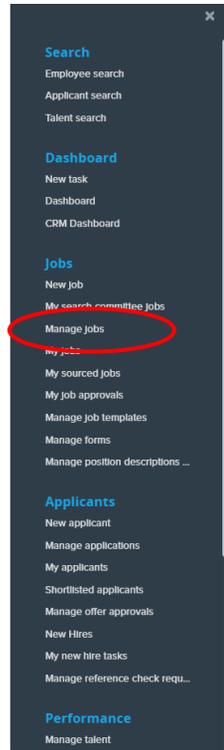


MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

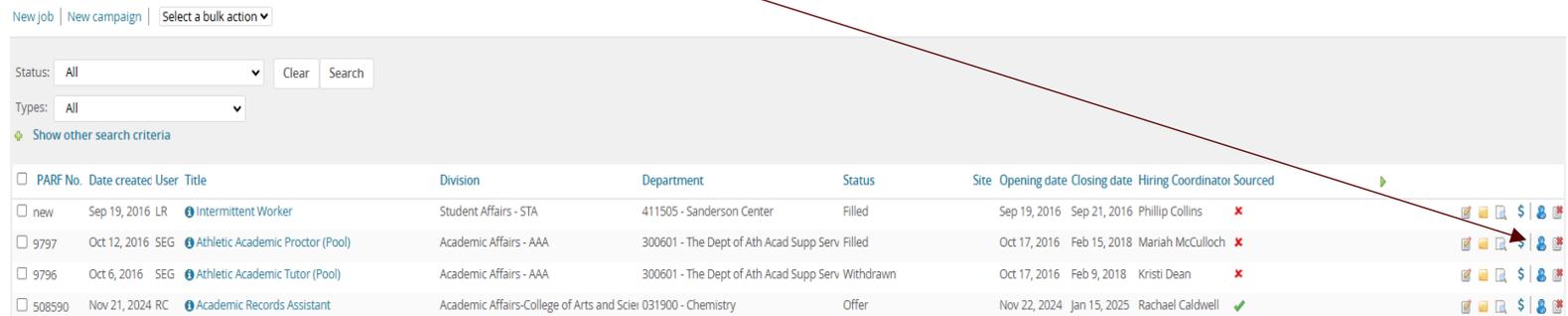
CREATE OFFER LETTER AND MAKE ONLINE OFFER

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”**.



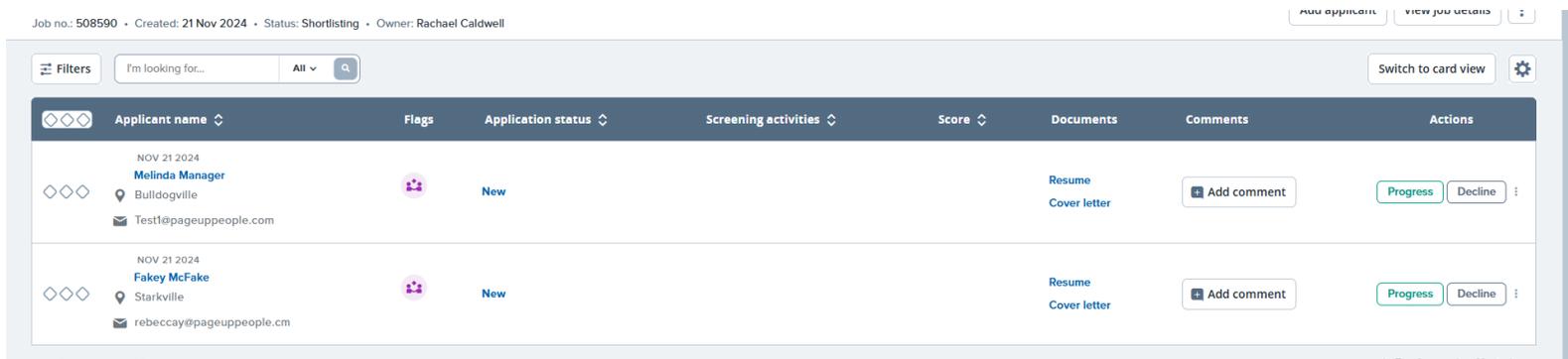
- From **“Manage Jobs”** select the **“Application Icon”** to view the applications from the appropriate requisition number.



The screenshot shows the 'Manage Jobs' interface. At the top, there are filters for 'Status' (All) and 'Types' (All). Below the filters is a table with columns: PARF No., Date created, User, Title, Division, Department, Status, Site, Opening date, Closing date, Hiring Coordinator, and Sourced. A red arrow points to the 'Application Icon' in the action column of the first row.

PARF No.	Date created	User	Title	Division	Department	Status	Site	Opening date	Closing date	Hiring Coordinator	Sourced
new	Sep 19, 2016	LR	Intermittent Worker	Student Affairs - STA	411505 - Sanderson Center	Filled		Sep 19, 2016	Sep 21, 2016	Phillip Collins	✗
9797	Oct 12, 2016	SEG	Athletic Academic Proctor (Pool)	Academic Affairs - AAA	300601 - The Dept of Ath Acad Supp Serv	Filled		Oct 17, 2016	Feb 15, 2018	Mariah McCulloch	✗
9796	Oct 6, 2016	SEG	Athletic Academic Tutor (Pool)	Academic Affairs - AAA	300601 - The Dept of Ath Acad Supp Serv	Withdrawn		Oct 17, 2016	Feb 9, 2018	Kristi Dean	✗
508590	Nov 21, 2024	RC	Academic Records Assistant	Academic Affairs-College of Arts and Scie	031900 - Chemistry	Offer		Nov 22, 2024	Jan 15, 2025	Rachael Caldwell	✓

- The box below will appear.



The screenshot shows the applicant card for job 508590. It displays the job details and a list of applicants. The first applicant is Melinda Manager, and the second is Fakey McFake. Both applicants have a 'New' status and have submitted resumes and cover letters. The card includes buttons for 'Add comment', 'Progress', and 'Decline'.

Applicant name	Flags	Application status	Screening activities	Score	Documents	Comments	Actions
NOV 21 2024 Melinda Manager Bulldogville Test1@pageuppeople.com		New			Resume Cover letter	Add comment	Progress Decline
NOV 21 2024 Fakey McFake Starkville rebeccay@pageuppeople.cm		New			Resume Cover letter	Add comment	Progress Decline

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

CREATE OFFER LETTER AND MAKE ONLINE OFFER

- 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.

Applicant name	Flags	Application status	Screening activities	Score	Documents	Comments	Actions
NOV 21 2024 Melinda Manager Bulldogville Test1@pageuppeople.com		New			Resume Cover letter	Add comment	Progress Decline
NOV 21 2024 Fakey McFake Starkville rebeccay@pageuppeople.cm		New			Resume Cover letter	Add comment	Progress Decline

- Once you click on the status of the applicant that you would like to change, the **“Change Application Status”** box below will slide in front of the Applications window.

Application Incomplete

Submitted

New

Under Review for Position (Screening)

Offer Step 1 - Prepare Offer (Offer)

Offer Step 2 - Make Online Offer (Offer)

Offer Step 3 - Offer accepted (System automatic status-DO NOT CHANGE TO THIS STATUS)

Offer Step 4 - MSU Onboarding Form Complete (System Automatic Status-DO NOT CHANGE TO THIS STATUS)

Post Hire Step 1 (Option 1) - Request Background Check and I-9 (for all new employees and/or employees with more than 6-month break)

Post Hire Step 1 (Option 2) - Request I-9 Only/Background Check not required (for employees with any break in service, but less than 6-month break)

Post Hire Step 1 (Option 3) - Request Background Check Only/I-9 not required (for employees, Student or Rehired Retirees, that have never had background check)

Post Hire Step 1 (Option 2a and 3a) - HRM Reviewed (Final)

Post Hire Step 1 (Option 4) - Background Check or I-9 Not Required/Hired (Final)

Post Hire Step 2 - Background Check/I-9 Pending (System automatic status-DO NOT CHANGE TO THIS STATUS)

Post Hire Step 3 - Background Check/I-9 Processed/Hired (Final System Automatic Status-DO NOT CHANGE TO THIS STATUS)

Disposition (Option 1) Not Hired - Did not Meet Minimum Qualifications per HRM Screening (Final)

Disposition (Option 2) Not Hired - Did not Meet Minimum Qualifications (Final)

Disposition (Option 3) Not Hired - Interviewed (Final)

Disposition (Option 4) Not Hired - Meets Minimum Qualifications/Not Interviewed (Final)

Disposition (Option 5) Not Hired - Online Offer Made Before Applicant Applied (Final)

Disposition (Option 6) Not Hired - Unsuccessful Background Check (Final)

Disposition (Option 7) Not Hired - Application Withdrawn (Final)

Disposition (Option 8) Not Hired - Ineligible (Final)

Disposition (Option 9) Not Hired - Offer Declined (Final)

Offer Removed

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

CREATE OFFER LETTER AND MAKE ONLINE OFFER

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

Change application status

Application Incomplete
Submitted
New
Under Review for Position (Screening)
Offer Step 1 - Prepare Offer (Offer)
Offer Step 2 - Make Online Offer (Offer)
Offer Step 3 - Offer accepted (System automatic status-DO NOT CHANGE TO THIS STATUS)
Offer Step 4 - MSU Onboarding Form Complete (System Automatic Status-DO NOT CHANGE TO THIS STATUS)
Post Hire Step 1 (Option 1) - Request Background Check and I-9 (for all new employees and/or employees with more than 6-month break)
Post Hire Step 1 (Option 2) - Request I-9 Only/Background Check not required (for employees with any break in service, but less than 6-month break)
Post Hire Step 1 (Option 3) - Request Background Check Only/I-9 not required (for employees, Student or Rehired Retirees, that have never had background check)
Post Hire Step 1 (Option 2a and 3a) - HRM Reviewed (Final)
Post Hire Step 1 (Option 4) - Background Check or I-9 Not Required/Hired (Final)
Post Hire Step 2 - Background Check/I-9 Pending (System automatic status-DO NOT CHANGE TO THIS STATUS)
Post Hire Step 3 - Background Check/I-9 Processed/Hired (Final System Automatic Status-DO NOT CHANGE TO THIS STATUS)
Disposition (Option 1) Not Hired - Did not Meet Minimum Qualifications per HRM Screening (Final)
Disposition (Option 2) Not Hired - Did not Meet Minimum Qualifications (Final)
Disposition (Option 3) Not Hired - Interviewed (Final)
Disposition (Option 4) Not Hired - Meets Minimum Qualifications/Not Interviewed (Final)
Disposition (Option 5) Not Hired - Online Offer Made Before Applicant Applied (Final)
Disposition (Option 6) Not Hired - Unsuccessful Background Check (Final)
Disposition (Option 7) Not Hired - Application Withdrawn (Final)
Disposition (Option 8) Not Hired - Ineligible (Final)
Disposition (Option 9) Not Hired - Offer Declined (Final)
Offer Removed

Submit 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.

Fakey McFake (New)
confirm status change

You are about to move Fakey McFake to a different status:

From status: New
To status: Offer Step 1 - Prepare Offer (Offer)

Communication template: -- No template --

Email: 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"/> Assessment 1	Nov 22, 2024	10:41 am	Rachael Caldwell
<input checked="" type="checkbox"/> New application	Nov 21, 2024	2:50 pm	Rachael Caldwell
<input checked="" type="checkbox"/> Review 3	Nov 22, 2024	3:36 pm	Rachael Caldwell
<input type="checkbox"/> Interview 1			--
<input type="checkbox"/> Interview 2			--
<input type="checkbox"/> Line manager review 1			--
<input type="checkbox"/> Offer accepted			--
<input type="checkbox"/> Offer declined			--

Move now Cancel

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

Move now Cancel Spell check

- Select **“Move Now”**.

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

CREATE OFFER LETTER AND MAKE ONLINE OFFER

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

Is offer for current employee w/H-1B visa?:*

(If yes contact Human Resources Generalist before proceeding with offer.)

Exemption Status:*

Candidate Start Date:*

End Date (if applicable):

Title/Title Code/Salary Grade:*

Academic Records Assistant (C0111 - 09)
Minimum \$ 25,400.00
Midpoint \$ 33,900.00
Maximum \$ 42,400.00

College (Must complete for faculty positions):

Position Type:*

FTE Percent (i.e. 100 or 50- Must use this format-do not add percent sign or decimal):*

Tenure Track Status:*

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

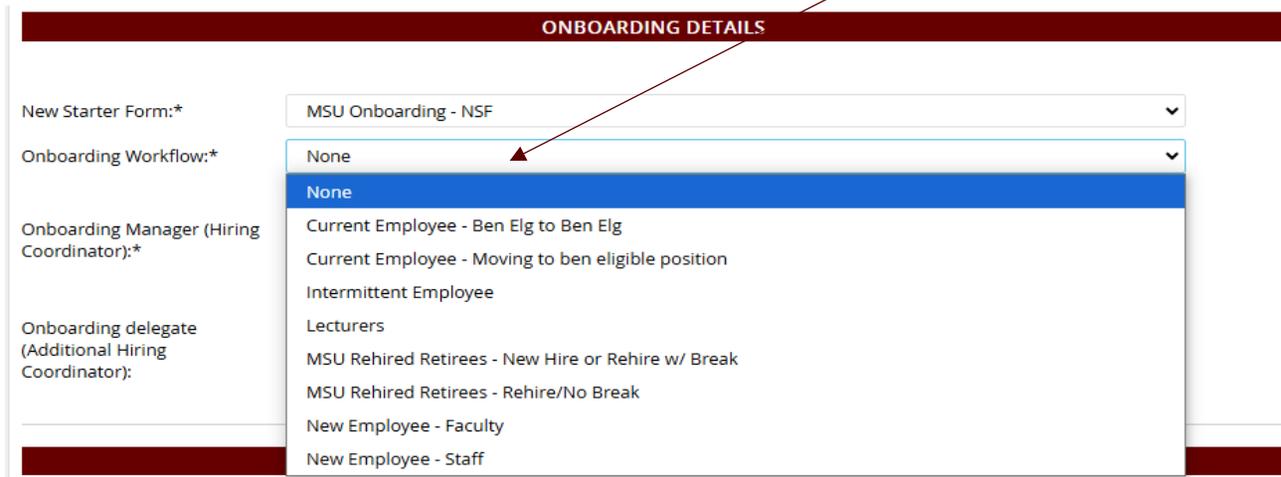
CREATE OFFER LETTER AND MAKE ONLINE OFFER

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. Lecturers
5. MSU Rehired Retirees –New Hire or Rehire w/ Break
6. MSU Rehired Retirees – Rehire/No Break
7. New Employee – Faculty
8. New Employee – Staff

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



The screenshot shows a web form titled "ONBOARDING DETAILS". It contains several fields, with the "Onboarding Workflow:*" field being the focus. A dropdown menu is open for this field, displaying a list of options. A red arrow points to the "None" option at the top of the list. The other options in the list are: "None", "Current Employee - Ben Elg to Ben Elg", "Current Employee - Moving to ben eligible position", "Intermittent Employee", "Lecturers", "MSU Rehired Retirees - New Hire or Rehire w/ Break", "MSU Rehired Retirees - Rehire/No Break", "New Employee - Faculty", and "New Employee - Staff".

Field Label	Value / Options
New Starter Form:*	MSU Onboarding - NSF
Onboarding Workflow:*	None (selected), Current Employee - Ben Elg to Ben Elg, Current Employee - Moving to ben eligible position, Intermittent Employee, Lecturers, MSU Rehired Retirees - New Hire or Rehire w/ Break, MSU Rehired Retirees - Rehire/No Break, New Employee - Faculty, New Employee - Staff
Onboarding Manager (Hiring Coordinator):*	
Onboarding delegate (Additional Hiring Coordinator):	

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.

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

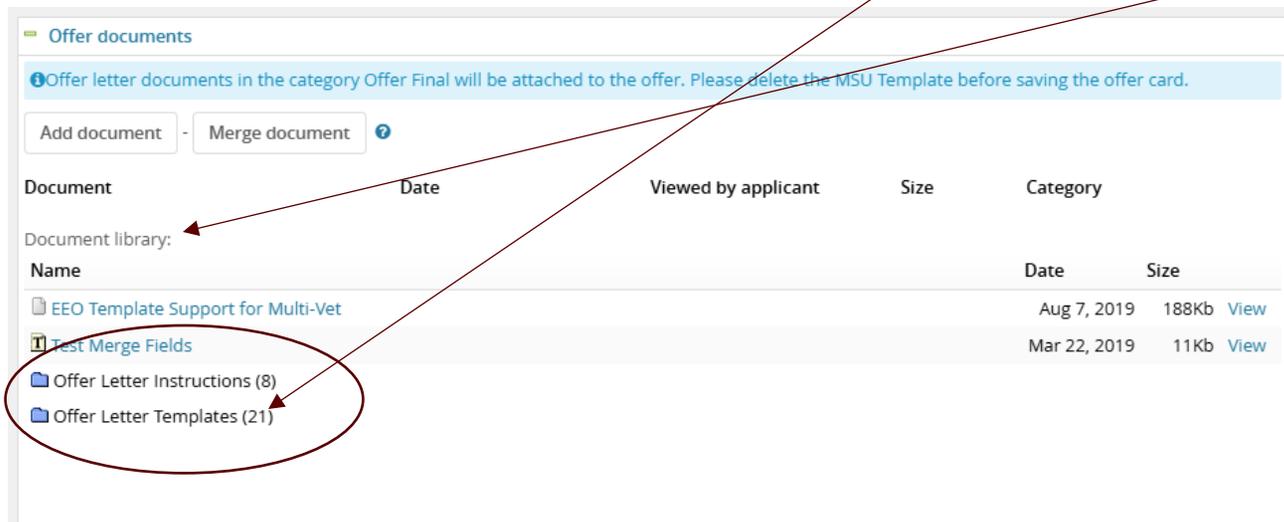
CREATE OFFER LETTER AND MAKE ONLINE OFFER

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

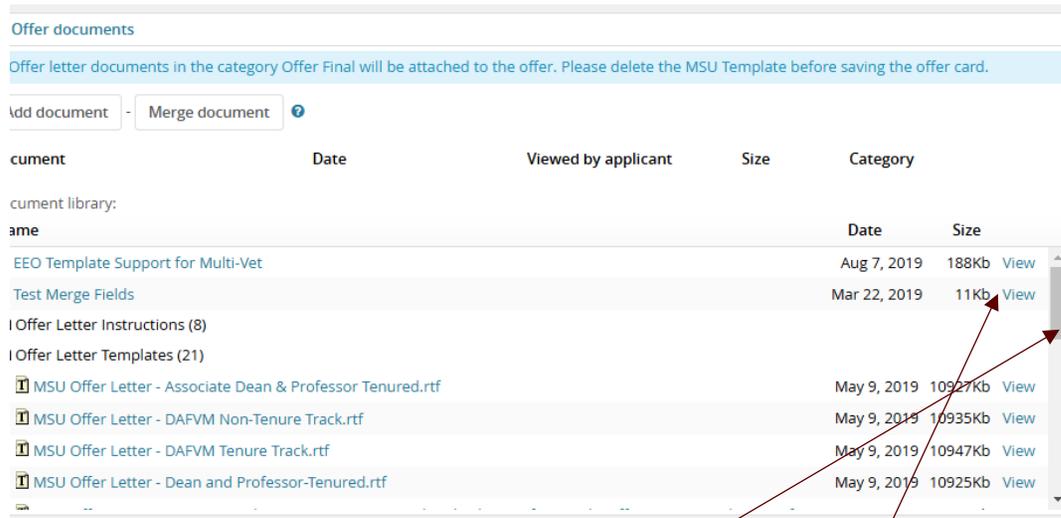
- You can view the offer letter before you merge by opening the **“MSU Offer Letter Templates”** folder in the **“Document Library”**.



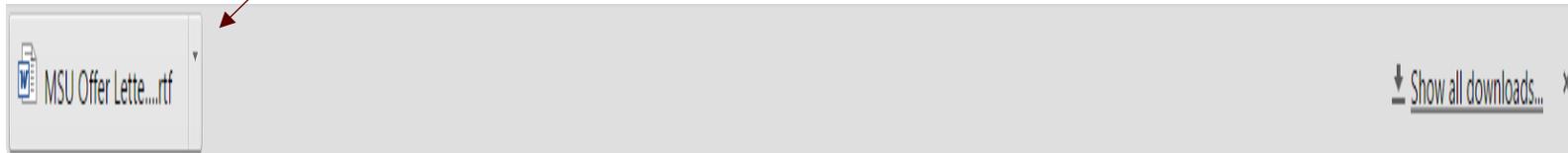
MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

CREATE OFFER LETTER AND MAKE ONLINE OFFER

- 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.



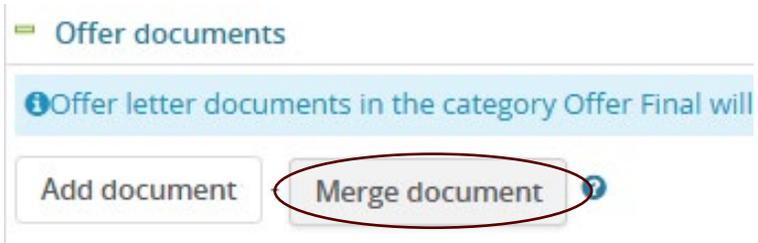
- Close the letter when you have finished reviewing the contents and please make sure that all the appropriate fields for the offer letter is completed in the offer card.

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

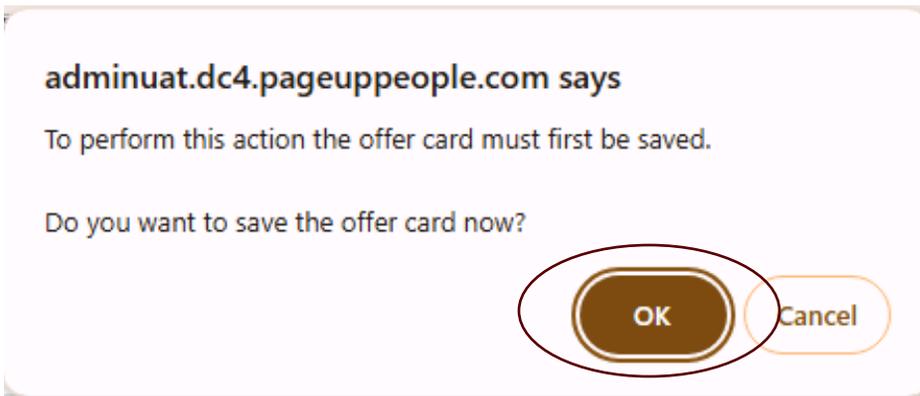
CREATE OFFER LETTER AND MAKE ONLINE OFFER

MERGE AN OFFER LETTER

- Select the **“Merge Document”** button.



- The box below will appear. **Select “OK”**.



MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

CREATE OFFER LETTER AND MAKE ONLINE OFFER

- The window below will appear.

Document merge

MSU Offer Letter Templates	File Name	Date	Size	Action
<input type="checkbox"/>	MSU Offer Letter - Associate Dean & Professor Tenured.rtf	May 9, 2019	10927Kb	View
<input type="checkbox"/>	MSU Offer Letter - DAFVM Non-Tenure Track.rtf	May 9, 2019	10935Kb	View
<input type="checkbox"/>	MSU Offer Letter - DAFVM Tenure Track.rtf	May 9, 2019	10947Kb	View
<input type="checkbox"/>	MSU Offer Letter - Dean and Professor-Tenured.rtf	May 9, 2019	10925Kb	View
<input type="checkbox"/>	MSU Offer Letter - Executive, Administrative, Managerial and Other Professional Staff-Contract Employees.rtf	May 9, 2019	10898Kb	View
<input type="checkbox"/>	MSU Offer Letter - Executive, Administrative, Managerial and Other Professional Staff-Non-Contract Employees.rtf	May 9, 2019	10898Kb	View
<input type="checkbox"/>	MSU Offer Letter - Extension Agents.rtf	May 9, 2019	10901Kb	View
<input type="checkbox"/>	MSU Offer Letter - Faculty-Department Head or Director of School.rtf	May 9, 2019	10919Kb	View
<input type="checkbox"/>	MSU Offer Letter - Faculty-Lecturer-Provost Approval Required.rtf	May 9, 2019	10902Kb	View
<input type="checkbox"/>	MSU Offer Letter - Faculty-Rehired Retiree-Lecturer-Provost Approval Required.rtf	May 9, 2019	10902Kb	View
<input type="checkbox"/>	MSU Offer Letter - Faculty-Tenured Associate or Full Professor.rtf	May 9, 2019	10930Kb	View
<input type="checkbox"/>	MSU Offer Letter - Faculty-Visiting Assistant, Associate, Professor.rtf	May 9, 2019	10907Kb	View
<input type="checkbox"/>	MSU Offer Letter - Intermittent.rtf	May 9, 2019	10896Kb	View
<input type="checkbox"/>	MSU Offer Letter - Rehired Retiree-Non-Lecturer.rtf	May 9, 2019	10895Kb	View
<input type="checkbox"/>	MSU Offer Letter - Research-Professionals-External Funded Projects.rtf	May 9, 2019	10891Kb	View
<input checked="" type="checkbox"/>	MSU Offer Letter - Support Staff.rtf	May 13, 2019	10900Kb	View
<input type="checkbox"/>	MSU Offer Letter - Faculty-Teaching Professor Ranks	Mar 6, 2023	10913Kb	View
<input type="checkbox"/>	MSU Offer Letter - Faculty-Professor of Practice Ranks	Mar 6, 2023	10913Kb	View
<input type="checkbox"/>	MSU Offer Letter - Faculty-Instructor Ranks (includes Extension and Clinical)	Mar 6, 2023	10914Kb	View
<input type="checkbox"/>	MSU Offer Letter - Faculty-Extension-Research-Clinical Faculty	Mar 6, 2023	94Kb	View
<input type="checkbox"/>	MSU Offer Letter - Faculty-Assistant or Associate Professor (Tenure-Track)	Mar 6, 2023	10951Kb	View

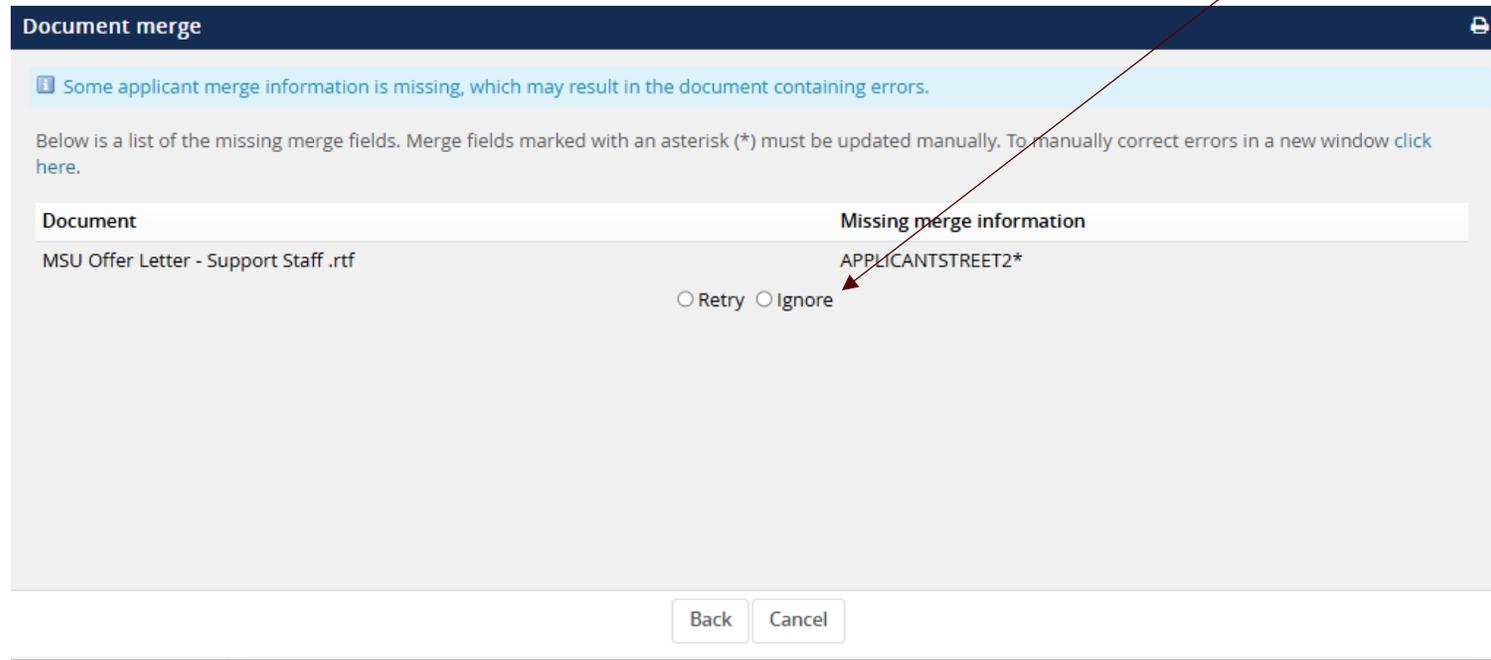
Merge Cancel

- 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”**.

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

CREATE OFFER LETTER AND MAKE ONLINE OFFER

- 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.



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

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

CREATE OFFER LETTER AND MAKE ONLINE OFFER

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

Offer documents

Offer letter documents in the category Offer Final will be attached to the offer. Please delete the MSU Template before saving the offer card.

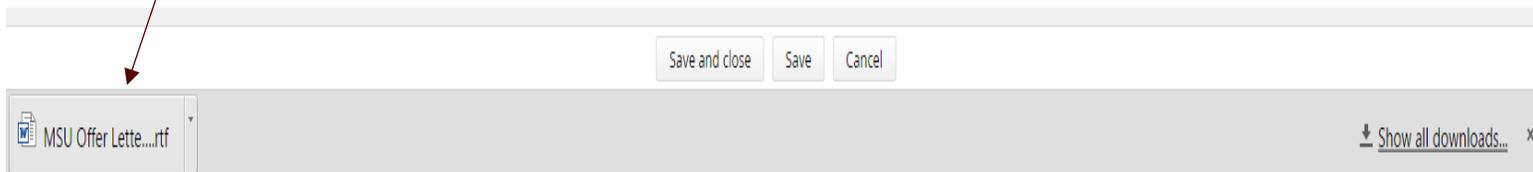
Add document

Merge document



Document	Date	Viewed by applicant	Size	Category	
MSU Offer Letter - Support Staff .rtf	Nov 22, 2024		10900Kb	Offer Letter Templates	Open Delete

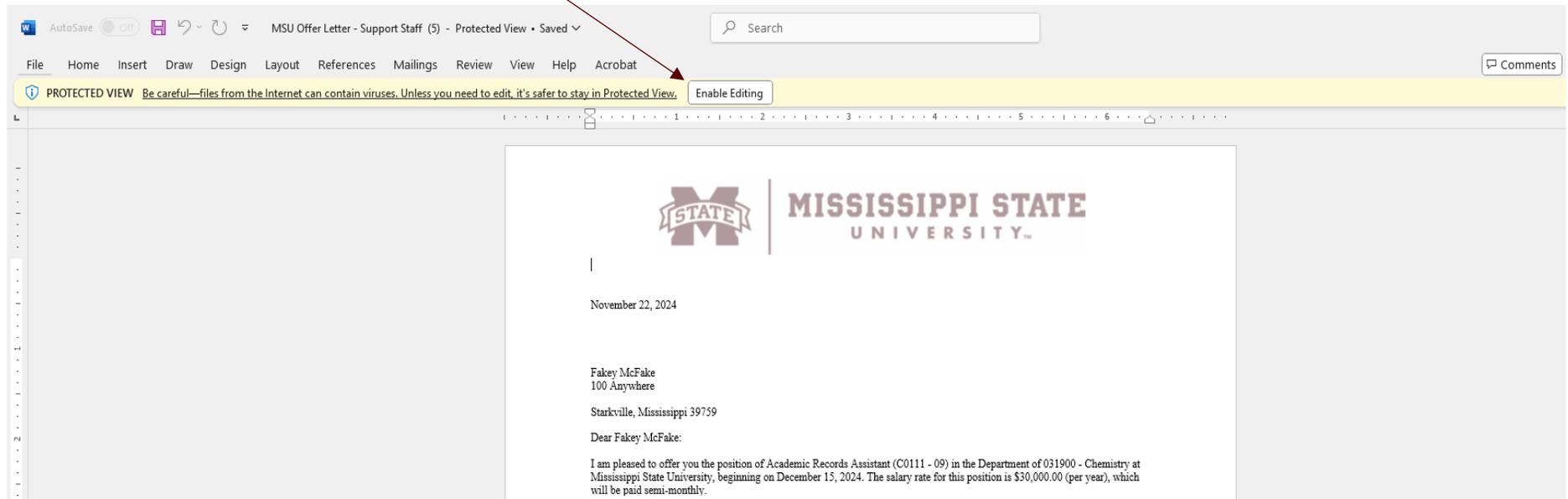
- Select the **“Download Button”** to open your letter in Microsoft Word. All offer letters must be save as **“rtf”** format to make online offers. The offer letter will open in your system for you to make any appropriate changes.



MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

CREATE OFFER LETTER AND MAKE ONLINE OFFER

- 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.



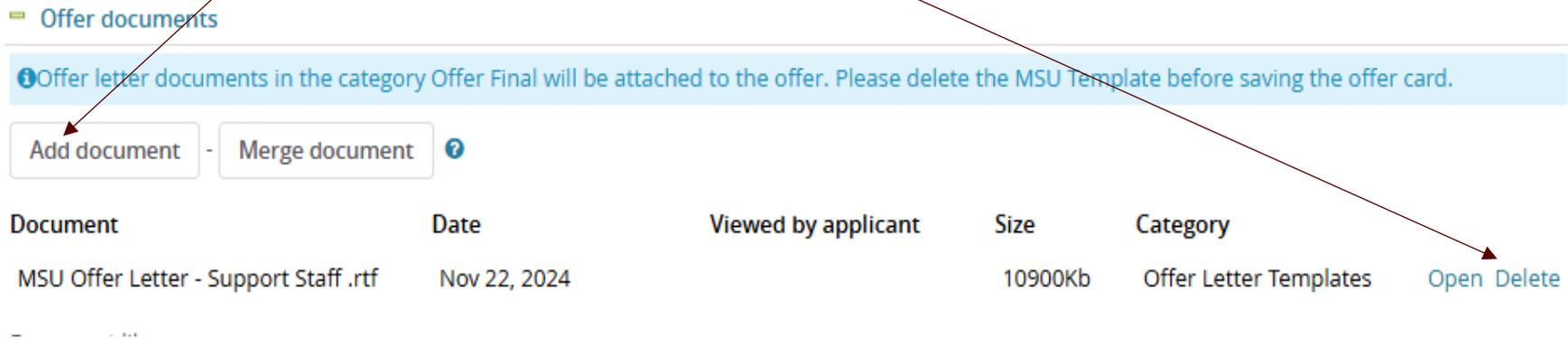
Please do not remove the logo in the offer letters. This logo will be used for all offer letters at Mississippi State University. Once you have made all your changes, save your letter as **“rtf”** file in your directory.

- 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

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

CREATE OFFER LETTER AND MAKE ONLINE OFFER

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



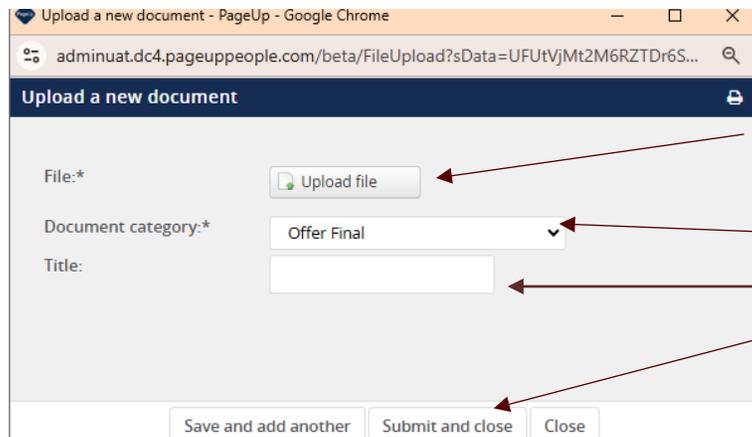
Offer documents

Offer letter documents in the category Offer Final will be attached to the offer. Please delete the MSU Template before saving the offer card.

Add document - Merge document ?

Document	Date	Viewed by applicant	Size	Category	
MSU Offer Letter - Support Staff .rtf	Nov 22, 2024		10900Kb	Offer Letter Templates	Open Delete

- The window below will appear.



Upload a new document - PageUp - Google Chrome

adminuat.dc4.pageuppeople.com/beta/FileUpload?sData=UFUtVjMt2M6RZTDr6S...

Upload a new document

File:* Upload file

Document category:* Offer Final ✓

Title:

Save and add another Submit 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 **“Submit 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”.**

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

CREATE OFFER LETTER AND MAKE ONLINE OFFER

- Select the appropriate approval process for your department. You will be required to click on the **“Magnifying Glass 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.

The screenshot displays the 'Approval process' section of the recruitment module. It includes a form with the following elements:

- Originator*:** A text input field with a magnifying glass icon and a blue bar below it stating 'No user selected'.
- Approval process:** A dropdown menu currently set to '2 Step Approval Process'.
- 1. Step 1 Approval:** A text input field with a magnifying glass icon and a blue bar below it stating 'No user selected.'.
- 2. Step 2 Approval:** A text input field with a magnifying glass icon and a blue bar below it stating 'No user selected.'.

Below the approval process section is an 'Exports' section with a table header:

Export Title	Exported	Export Date
No Exports were found.		

At the bottom of the form, there are three buttons: 'Submit and close' (circled in red), 'Submit', and 'Cancel'.

- Select **“Submit and Close”**. This will move the offer to the next approver for approval.

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

CREATE OFFER LETTER AND MAKE ONLINE OFFER

- 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.

Academic Records Assistant ▼ 🔗
Job no.: 508590 • Created: 21 Nov 2024 • Status: Offer • Owner: Rachael Caldwell

Filters | I'm looking for... | All ▼ 🔍

Applicant name ▼	Flags	Application status ▼
NOV 21 2024 Melinda Manager Bulldogville Test1@pageuppeople.com		New
NOV 21 2024 Fakey McFake Starkville rebeccay@pageuppeople.cm		Offer Step 1 - Prepare Offer (Offer)

- Select **“Make Online Offer”** and select **“Next”**.

Change application status 🔗

Application Incomplete
Submitted
New
Under Review for Position (Screening) Saved to J: Drive
Offer Step 1 - Prepare Offer (Offer)
Offer Step 2 - Make Online Offer (Offer)
Offer Step 3 - Offer accepted (System automatic status-DO NOT CHANGE TO THIS STATUS)
Offer Step 4 - MSU Onboarding Form Complete (System Automatic Status-DO NOT CHANGE TO THIS STATUS)
Post Hire Step 1 (Option 1) - Request Background Check and I-9 (for all new employees and/or employees with more than 6-month break)
Post Hire Step 1 (Option 2) - Request I-9 Only/Background Check not required (for employees with any break in service, but less than 6-month break)
Post Hire Step 1 (Option 3) - Request Background Check Only/I-9 not required (for employees, Student or Rehired Retirees, that have never had background check)
Post Hire Step 1 (Option 2a and 3a) - HRM Reviewed (Final)
Post Hire Step 1 (Option 4) - Background Check or I-9 Not Required/Hired (Final)
Post Hire Step 2 - Background Check/I-9 Pending (System automatic status-DO NOT CHANGE TO THIS STATUS)
Post Hire Step 3 - Background Check/I-9 Processed/Hired (Final System Automatic Status-DO NOT CHANGE TO THIS STATUS)
Disposition (Option 1) Not Hired - Did not Meet Minimum Qualifications per HRM Screening (Final)
Disposition (Option 2) Not Hired - Did not Meet Minimum Qualifications (Final)
Disposition (Option 3) Not Hired - Interviewed (Final)
Disposition (Option 4) Not Hired - Meets Minimum Qualifications/Not Interviewed (Final)
Disposition (Option 5) Not Hired - Online Offer Made Before Applicant Applied (Final)
Disposition (Option 6) Not Hired - Unsuccessful Background Check (Final)
Disposition (Option 7) Not Hired - Application Withdrawn (Final)
Disposition (Option 8) Not Hired - Ineligible (Final)
Disposition (Option 9) Not Hired - Offer Declined (Final)
Offer Removed

Submit **Next >** Cancel

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

CREATE OFFER LETTER AND MAKE ONLINE OFFER

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

Confirm status change

You are about to move Fakey McFake to a different status:

From status: Offer Step 1 - Prepare Offer (Offer)
To status: Offer Step 2 - Make Online Offer (Offer)

Communication template: -- No template --

Upon moving into this status, the applicant(s) will have the ability to approve or decline an employment offer for this job. On accepting the offer, the applicant will be required to complete the MSU Onboarding - NSF form.

Email: Applicant: Yes No

From:* employment@hrm.msstate.edu
Subject:* MSU Online Offer Instructions

Message: Merge fields

Dear Fakey,

We would like to formally welcome you to **Mississippi State University** in the position of Academic Records Assistant, 031900 - Chemistry.

To view your offer letter, which outlines the terms and conditions of your employment, please follow these steps:

1. Access the Mississippi State University [careers website](#). Click on 'LOGIN' at the top right of the page and log into your account. If using a mobile device, the 'LOGIN' button will appear at the top of the screen.
2. If you have forgotten your password, click on the 'Forgotten Password' link after clicking on 'LOGIN'. A new password will be generated and sent to your email address.
3. At the top of the screen, you will see a yellow bar. Click on the 'view Offer' link to review your employment offer letter.
4. Please open and review all of the offer documents before accepting or declining your offer. You must open each document to accept the offer.
5. After viewing your employment offer letter and any additional documents, close these documents to return to the previous screen. To accept the offer, click on the 'I accept' button.
6. Once you indicate your online acceptance, you will be prompted to complete an online 'MSU

Move now Cancel

- 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”**.

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

CREATE OFFER LETTER AND MAKE ONLINE OFFER

- 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

[Home](#) [Update profile](#) [Update resumé](#) [Account](#)

You have been made an employment offer for your **Academic Records Assistant** 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.

Incomplete applications

You have no incomplete applications.

Open submitted applications

- ▶ Academic Records Assistant (508590)
Academic Affairs-College of Arts and Sciences - AAS
Application submitted 21 Nov 2024 at 2:50pm CST.
Current status: Offer Extended [View application](#)
- ▶ Test Job for Search Committees (492211)
Academic Affairs-College of Arts and Sciences - AAS
Application submitted 19 Apr 2013 at 1:26pm AEST.
Current status: Application Received [View application](#)