

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

HELPFUL HINTS ON HOW TO COMPLETE THE OFFER CARD

Field Names	Appropriate Information Required	Field Name Applies to the Offer Letters Listed Below
OFFER DETAILS		
Is offer for current employee w/ H-1B visa? (Required Field)	MAKE THE APPROPRIATE SELECTION FROM THE DROPDOWN LIST <ul style="list-style-type: none"> Yes No 	❖ Applies to all offer letters.
Exemption Status (Required Field)	SELECT THE APPROPRIATE POSITION TYPE FROM THE DROPDOWN LIST <ul style="list-style-type: none"> 10 – 12 – FT 10 – 12 – PT 10 – 12 – R2 10 – 9 – P8 10 – 9 – P9 20 – 12 – F2 20 – 9 – R9 30 – 12 – FT 30 – 12 – HP 30 – 12 – IM 30 – 12 – PT 30 – 12 – R2 30 – 12 – RB 30 – 9 – P8 30 – 9 – P9 30 – 9 – R9 40 – 12 – RB 40 – 12 – RB 40 – 9 – H9 50 – 12 – HF 50 – 12 – HP 50 – 12 – IM 50 – 12 – RB 50 – 9 – H9 60 – 12 – HF 60 – 12 – HP 60 – 12 – RB 60 – 9 – H9 70 – 12 – HF 07 – 12 – HO 70 – 12 – HP 70 – 12 – IM 70 – 12 – RB 70 – 9 – H9 	❖ Applies to all offer letters.
Candidate Expected Start Date (Required Field)	The date the candidate is expected to start work Required to match your EAF, Offer Letter and offer card.	❖ Applies to all offer letters.

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End Date if Applicable	If this is a time limited position, please post the end date	❖ Adjunct Faculty ❖ Faculty-Professor and Interim Head-Tenured Internal ❖ Faculty-Visiting Assistant, Associate, Professor
Title/ Title Code/ Salary Grade (Required Field)	Search by title code or job title.	
College (If Applicable)	If applicable, specify college.	❖ Dean & Professor-Tenured
Position Type (Required Field)	SELECT THE APPROPRIATE POSITION TYPE FROM THE DROPDOWN LIST <ul style="list-style-type: none"> • Intermittent • Part-Time 9 Month • Part-Time 12 Month • Regular Full-Time 9 Month • Regular Full-Time 12 Month • Rehired Retiree • Time Limited Full-Time 9 Month • Time Limited Full-Time 12 Month • Time Limited Part-Time 9 Month • Time Limited Part-Time 12 Month 	
FTE Percent (Required Field)	Full Time Equivalency Percent for the position you are offering to the candidate <i>Must use whole number format (i.e., 100 or 50); do NOT include % or a decimal.</i>	❖ Faculty-Assistant Clinical Professor ❖ Faculty-Instructor ❖ Faculty-Lecturer-Provost Approval Required ❖ Faculty-Rehired Retiree-Lecturer-Provost Approval Required ❖ Faculty-Visiting Assistant, Associate, Professor ❖ Rehired Retiree-Non-Lecturer
Tenure Track Status (Required Field)	SELECT THE APPROPRIATE STATUS TYPE FROM THE DROPDOWN LIST <ul style="list-style-type: none"> • Tenure Track • Tenure • Non-Tenure Track • N/A 	
Fiscal Year (i.e. 20XX) (Required Field)	Fiscal Year funds apply	
Offer Documents Signed by (Required Field)	The individual authorized to make the offer	❖ All Offer Letters
Offer Documents Signed by Title (Required Field)	Title of the individual making the offer	❖ All Offer Letters

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Professorial Rank (If Applicable)	MAKE THE APPROPRIATE SELECTION FROM THE DROPDOWN LIST (IF APPLICABLE) <ul style="list-style-type: none"> Assistant Professor Associate Professor Professor 	<ul style="list-style-type: none"> ❖ Faculty-ABD Assistant Professor ❖ Faculty-Assistant or Associate Professor-Credit for Prior Service ❖ Faculty-Assistant Professor-No Credit for Prior Service ❖ Faculty-Department Head or Director of School ❖ Faculty-Tenured Associate or Full Professor
Rank In	MAKE THE APPROPRIATE SELECTION FROM THE DROPDOWN LIST (IF APPLICABLE) <ul style="list-style-type: none"> Department School 	<ul style="list-style-type: none"> ❖ Associate Dean & Professor Tenured ❖ Faculty-Department Head or Director of School
Dean/Associate Dean of	This field does not apply to all offer letters.	<ul style="list-style-type: none"> ❖ Associate Dean & Professor Tenured
Offer Contingent Upon Approval by	<ul style="list-style-type: none"> ❖ List the appropriate approver, if applicable. ((should be President, Vice President, and/or Athletic Director, as appropriate)) 	<ul style="list-style-type: none"> ❖ Executive, Administrative, Managerial & Other Professional Staff-Non-Contract Employees ❖ Rehired Retiree-Non-Lecturer
City Location (If Applicable)	List city location, if applicable.	<ul style="list-style-type: none"> ❖ Extension Agents
Semester (Must complete for Lecturers)	MAKE THE APPROPRIATE SELECTION FROM THE DROPDOWN LIST (IF APPLICABLE) <ul style="list-style-type: none"> Academic Year Fall Semester Spring Semester 	<ul style="list-style-type: none"> ❖ Faculty-Lecturer-Provost Approval Required ❖ Faculty-Rehired Retiree-Lecturer-Provost Approval Required
REMUNERATION		
Type of Pay (Required Field)	MAKE THE APPROPRIATE SELECTION FROM THE DROPDOWN LIST <ul style="list-style-type: none"> Annually Lump sum Per Hour Per Semester 	<ul style="list-style-type: none"> ❖ Applies to all offer letters.
Employee Actual Salary (i.e. 99,999)	Actual Salary for the position you are offering the candidate. . Required to match your EAF, Offer Letter and Offer Card. Do NOT add a "\$."	<ul style="list-style-type: none"> ❖ Associate Dean & Professor Tenured ❖ DAFVM-Non-Tenure Track ❖ DAFVM-Tenure Track ❖ DAFVM-Tenure Track-No Credit for Prior Service ❖ Dean & Professor-Tenured ❖ Executive, Administrative, Managerial & Other Professional Staff-Contract Employee ❖ Executive, Administrative, Managerial & Other Professional Staff-Non-Contract Employees ❖ Extension Agents ❖ Faculty-ABD Assistant Professor ❖ Faculty-Assistant Clinical Professor ❖ Faculty-Assistant or Associate Professor-Credit for Prior Service ❖ Faculty-Assistant Professor-No Credit for Prior Service

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		<ul style="list-style-type: none"> ❖ Faculty-Department Head or Director of School ❖ Faculty-Instructor ❖ Faculty-Lecturer-Provost Approval Required ❖ Faculty-Professor and Interim Head-Tenured Internal ❖ Faculty-Rehired Retiree-Lecturer-Provost Approval Required ❖ Faculty-Tenured Associate or Full Professor ❖ Faculty-Visiting Assistant, Associate, Professor ❖ Research Faculty-Contract ❖ Research-Professionals-External Funded Projects ❖ Support Staff
Hourly Pay Rate (If not annual Salary 99.99)	Hourly Pay Rate you are offering the candidate (If not an annual Salary). Required to match your EAF, Offer Letter and Offer Card.	<ul style="list-style-type: none"> ❖ Intermittent ❖ Rehired Retiree-Non Lecturer
Overtime (Required Field) (If applicable)	MAKE THE APPROPRIATE SELECTION FROM THE DROPDOWN LIST (IF APPLICABLE) <ul style="list-style-type: none"> • Compensatory Time for Hours Worked Beyond 40 Hours • Overtime Pay 	<ul style="list-style-type: none"> ❖ Support Staff
Faculty Salary Type (if Applicable)	SELECT THE APPROPRIATE SALARY TYPE FROM THE DROPDOWN LIST <ul style="list-style-type: none"> • 12 Month • 9 Month 	<ul style="list-style-type: none"> ❖ Executive, Administrative, Managerial & Other Professional Staff-Contract Employee ❖ Executive, Administrative, Managerial & Other Professional Staff-Non-Contract Employee ❖ Research Faculty-Contract ❖ Research-Professionals-External Funded Projects
Full Time Workload During	MAKE THE APPROPRIATE SELECTION FROM THE DROPDOWN LIST (IF APPLICABLE) <ul style="list-style-type: none"> • Semester • Year 	<ul style="list-style-type: none"> ❖ Faculty-Lecturer-Provost Approval Required ❖ Faculty-Rehired Retiree-Lecturer-Provost Approval Required
Stipend	MAKE THE APPROPRIATE SELECTION FROM THE DROPDOWN LIST (IF APPLICABLE) <ul style="list-style-type: none"> • Fixed • Percent 	<ul style="list-style-type: none"> ❖ Associate Dean & Professor Tenured ❖ Dean & Professor-Tenured ❖ Faculty-Department Head or Director of School ❖ Faculty-Professor and Interim Head-Tenured Internal
Stipend Amount	If the Candidate is receiving any stipends. Required to match your Offer Letter and offer card.	<ul style="list-style-type: none"> ❖ Associate Dean & Professor Tenured ❖ Dean & Professor-Tenured ❖ Faculty-Department Head or Director of School ❖ Faculty-Professor and Interim Head-Tenured Internal
Stipend %	Stipend % if the stipend is not a fixed stipend. Required to match your Offer Letter and Offer Card.	<ul style="list-style-type: none"> ❖ Associate Dean & Professor Tenured ❖ Dean & Professor-Tenured ❖ Faculty-Department Head or Director of School ❖ Faculty-Professor and Interim Head-Tenured Internal

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Notes or Additional Instructions	Notes for Approving Manager Add notes for the approvers	
RELOCATION		
Relocation Amount (i.e. 99,999)	If the candidate is receiving relocation dollars. Required to match your Offer Letter and Offer Card.	<ul style="list-style-type: none"> ❖ Associate Dean & Professor Tenured ❖ DAFVM-Non-Tenure Track ❖ DAFVM-Tenure Track ❖ DAFVM-Tenure Track-No Credit for Prior Service ❖ Dean & Professor-Tenured ❖ Faculty-ABD Assistant Professor ❖ Faculty-Assistant Clinical Professor ❖ Faculty-Assistant or Associate Professor-Credit for Prior Service ❖ Faculty-Assistant Professor-No Credit for Prior Service ❖ Faculty-Department Head or Director of School ❖ Faculty-Instructor ❖ Faculty-Tenured Associate or Full Professor ❖ Research Faculty-Contract ❖ Research-Professionals-External Funded Projects
ONBOARDING DETAILS		
New Starter Form (Required Field)	Please select the "MSU Onboarding – NSF" . This field is required to launch the Onboarding form after an individual accepts an on-line offer.	
Onboarding Workflow (Required Field)	<p>SELECT THE APPROPRIATE SELECTION FROM THE DROPDOWN LIST</p> <ul style="list-style-type: none"> • Current Employee – Benefits Eligible to Benefits Eligible Position • Current Employee – Moving to Benefits 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 • Now Workflow Selected <p>This is used to generate a task list for the Hiring Coordinator and the potential hire.</p>	

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Onboarding Manager (Required Field)	The individual that will be overseeing the required paperwork/task	
Onboarding Delegate	Delegate that will be assisting with the required paperwork/task	

Your HR Generalist will remove all offers if the fields on the Offer Card, Offer Letter and EAF do not match. Once the offer is removed, the department will have to resubmit the offer for approvals and follow the normal process for making an online offer after the final approval.