

# FULL TIME CONTRACT FACULTY HIRING PROCESS

## Hiring Manager: Preparing the Job Offer

Once an applicant has been selected for hire, Hiring Managers must navigate to that applicant via the Job Posting.

**Job Offers missing information will be denied and you will need to start the job offer over.**

1. Save a copy of the **Job Posting**
  - a. Select *Print Job Opening* in the upper middle of the *Manage Job Offer* screen

- b. Choose only the *Job Posting* box (you may need to unselect all)
- c. Select Create Report
- d. Save as a PDF as *Job Posting ID # \_\_\_\_\_*
- e. Select *Manage Job Opening* to go back

2. Save a copy of the **Application Report** (remember to delete the file after you are finished)
  - a. Select the *Print* icon on the applicant's line to save as a single document

**Manage Job Opening**

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [Print Job Opening](#) [Personalize](#)

Job Opening ID: 249558  
 Job Posting Title: Assistant Professor of Industrial and Systems Eng...  
 Job Code: 202X00 (Assistant Professor)  
 Position Number: (Assistant Professor)

Status: 010 Open  
 Business Unit: 43000 (Kennesaw State University)  
 Department: (EET-Industrial & Systems Eng)

[Applicants](#) | [Applicant Search](#) | [Applicant Screening](#) | [Activity & Attachments](#) | [Details](#)

| All (19) | Applied (19) | Reviewed (0) | Screen (0) | Route (0) | Interview (0) | Offer (0) | Hire (0) | Hold (0) | Reject (0) |
|----------|--------------|--------------|------------|-----------|---------------|-----------|----------|----------|------------|
|----------|--------------|--------------|------------|-----------|---------------|-----------|----------|----------|------------|

Applicants (19)

| Select                   | Applicant Name | Applicant ID | Type     | Disposition | Reason | Application | Resume | Mark Reviewed | Route | Interview | Reject | Print | Other Actions   |
|--------------------------|----------------|--------------|----------|-------------|--------|-------------|--------|---------------|-------|-----------|--------|-------|-----------------|
| <input type="checkbox"/> |                |              | External | Applied     |        |             |        |               |       |           |        |       | ▼ Other Actions |
| <input type="checkbox"/> |                |              | External | Applied     |        |             |        |               |       |           |        |       | ▼ Other Actions |
| <input type="checkbox"/> |                |              | External | Applied     |        |             |        |               |       |           |        |       | ▼ Other Actions |
| <input type="checkbox"/> |                |              | External | Applied     |        |             |        |               |       |           |        |       | ▼ Other Actions |
| <input type="checkbox"/> |                |              | External | Applied     |        |             |        |               |       |           |        |       | ▼ Other Actions |
| <input type="checkbox"/> |                |              | External | Applied     |        |             |        |               |       |           |        |       | ▼ Other Actions |

3. Create the report on the *Application Report Options* screen
  - a. Select ALL check boxes in the *Application Data* and *Attachment Type*
  - b. Select only the *Additional Questions* in the *Questionnaire Type*
  - c. Select *Exclude sections with no content available*
  - d. Select *Generate Report*
  - e. Save as the file name it generates
  - f. Select *Manage Job Opening* to go back

**Application Detail**

| Select                              | Application Detail           | Content Available |
|-------------------------------------|------------------------------|-------------------|
| <input checked="" type="checkbox"/> | Preferences                  | ✓                 |
| <input checked="" type="checkbox"/> | Referral Sources             | ✓                 |
| <input checked="" type="checkbox"/> | Work Experience              | ✓                 |
| <input checked="" type="checkbox"/> | Education Level              | ✓                 |
| <input checked="" type="checkbox"/> | Training                     |                   |
| <input checked="" type="checkbox"/> | Background Check Package     |                   |
| <input checked="" type="checkbox"/> | Justification Statement      |                   |
| <input checked="" type="checkbox"/> | Onboarding Packet            |                   |
| <input checked="" type="checkbox"/> | Required Documents to Attach |                   |
| <input checked="" type="checkbox"/> | Degrees                      | ✓                 |
| <input checked="" type="checkbox"/> | Honors and Awards            |                   |
| <input checked="" type="checkbox"/> | Licenses and Certifications  |                   |
| <input checked="" type="checkbox"/> | Language Skills              |                   |
| <input checked="" type="checkbox"/> | References                   | ✓                 |
| <input checked="" type="checkbox"/> | Resume Text                  |                   |

Select All | Deselect All

**Questionnaire Type**

| Select                              | Questionnaire Type   | Content Available |
|-------------------------------------|----------------------|-------------------|
| <input type="checkbox"/>            | Manual Screening     |                   |
| <input type="checkbox"/>            | Pre Screening        |                   |
| <input type="checkbox"/>            | Online Screening     |                   |
| <input checked="" type="checkbox"/> | Additional Questions | ✓                 |

Select All | Deselect All

**Attachment Type**

| Select                              | Attachment Type            | Content Available | Print Label Document     |
|-------------------------------------|----------------------------|-------------------|--------------------------|
| <input checked="" type="checkbox"/> | Resume or Curriculum Vitae | ✓                 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Reference Letter           |                   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Transcripts                | ✓                 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Cover Letters              | ✓                 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | List of References         | ✓                 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | OP                         |                   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | School Schedule            |                   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Win/Loss Record            |                   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Resume or Curriculum Vitae |                   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Writing Sample             |                   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Additional Document        | ✓                 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Portfolio                  |                   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Certification Information  |                   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Media (Audio/Visual)       |                   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | License Details            |                   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Research Interest          | ✓                 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Teaching Philosophy        | ✓                 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Sample of Curriculum       |                   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Leadership Philosophy      |                   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Schedule of Availability   |                   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Federal Work Study Award   |                   | <input type="checkbox"/> |

Select All | Deselect All

Exclude Separator Pages

Exclude sections with no content available  
 Save My Selections

[Generate Report](#)

[Return to Previous Page](#)

4. Prepare Job Offer (Application must be at the **Interview Disposition** – takes 2 steps)

**Moving applicant to Reviewed**

- a. Click on the *Mark Reviewed* icon

If this does not work, then follow these steps:

- a. Select *Other Actions*
- b. Select *Recruiting Actions*
- c. Select *Edit Disposition*
  - i. Select *Reviewed*

**Moving applicant to Interview**

- a. Select *Other Actions*
- b. Select *Recruiting Actions*
- c. Select *Edit Disposition*
  - i. Select *Interview*

**Preparing Job Offer**

- a. Select *Other Actions*
- b. Select *Recruiting Actions*
- c. Select *Edit Disposition*
  - i. Select *Prepare Job Offer*

**Manage Job Opening**

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [Print Job Opening](#) [Personalize](#)

Job Opening ID: 249858  
 Job Posting Title: Assistant Professor of Industrial and Systems Eng...  
 Job Code: 202X00 (Assistant Professor)  
 Position Number: (Assistant Professor)

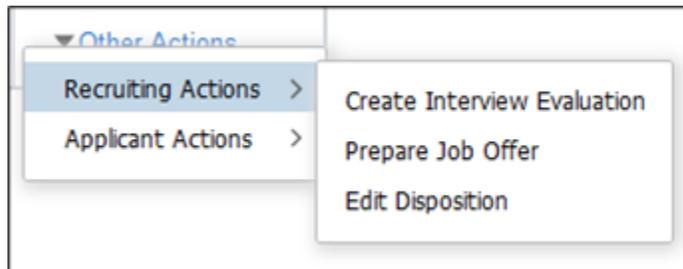
Status: 010 Open  
 Business Unit: 43000 (Kennesaw State University)  
 Department: (EET-Industrial & Systems Eng)

[Applicants](#) | Applicant Search | Applicant Screening | Activity & Attachments | Details

| All (19) | Applied (19) | Reviewed (0) | Screen (0) | Route (0) | Interview (0) | Offer (0) | Hire (0) | Hold (0) | Reject (0) |
|----------|--------------|--------------|------------|-----------|---------------|-----------|----------|----------|------------|
|----------|--------------|--------------|------------|-----------|---------------|-----------|----------|----------|------------|

Applicants 19

| Select                   | Applicant Name | Applicant ID | Type     | Disposition | Reason | Application | Resume | Mark Reviewed | Route | Interview | Reject | Print | Other Actions |
|--------------------------|----------------|--------------|----------|-------------|--------|-------------|--------|---------------|-------|-----------|--------|-------|---------------|
| <input type="checkbox"/> |                |              | External | Applied     |        |             |        |               |       |           |        |       | Other Actions |
| <input type="checkbox"/> |                |              | External | Applied     |        |             |        |               |       |           |        |       | Other Actions |
| <input type="checkbox"/> |                |              | External | Applied     |        |             |        |               |       |           |        |       | Other Actions |
| <input type="checkbox"/> |                |              | External | Applied     |        |             |        |               |       |           |        |       | Other Actions |
| <input type="checkbox"/> |                |              | External | Applied     |        |             |        |               |       |           |        |       | Other Actions |
| <input type="checkbox"/> |                |              | External | Applied     |        |             |        |               |       |           |        |       | Other Actions |



5. Complete the full Job Offer including the following:
  - a. Official start date
  - b. Complete the Job Offer Components information
    - i. Base Pay should be the lowest amount from the Base salary range below
    - ii. Add an additional Job Offer Component line if there is relocation
  - c. Include in the Comments Box (**include all 11 and enter N/A if not applicable**)
    1. Base salary range
    2. Stipend
    3. Relocation range, including out of state information
    4. Correct position number
    5. Correct rank and title
    6. Correct job code
    7. Any Promotion and/or tenure credit
    8. Startup funding range
    9. Distinguished title
    10. If this is a full-time hire from another USG institution note here that the President's Chief of Staff has been contacted.
    11. Is this person a retiree from USG or a Georgia public school system?
  - d. Save the job offer as a draft
  
6. Upload attachments as *Add Applicant Attachment*
  - a. Select *Edit Offer* and attach documents
    - i. Job Posting
    - ii. Application Report
    - iii. ABD Justification from Dissertation Committee Chair, if applicable
    - iv. Tenure upon hire and Rank approval from P&T Committee, if applicable
    - v. DO NOT upload the offer letter components form (this is added after offer is verbally accepted)

**Prepare Job Offer**

Return | Recruiting Home Personalize

Posting Title: Assistant Professor of Psychology  
 Job Opening Status: 010 Open  
 Job Title: Assistant Professor  
 Applicant Name: [Redacted]

Job Opening ID: 251865  
 Business Unit: Kennesaw State University  
 Position Number: 10034194 (Assistant Professor)  
 Applicant ID: 151670

Offer Details

Job Opening: 251865 Assistant Professor of Psychology  
 Position Number: 10034194 Assistant Professor  
 Job Code: 202X00 Assistant Professor  
 Hiring Manager: [Redacted]  
 Recruiter: [Redacted]  
 Status: 006 Pending Approval  
 Reason: [Redacted]  
 Created By: [Redacted]

Business Unit: 43000  
 Offer Date: 11/14/2022  
 Start Date: 08/01/2023  
 Offer Expiration Date: 11/28/2022  
 Applicant Type: Employee  
 Preferred Contact: [Redacted]  
 Notify Applicant

Save as Draft  
 Submit for Approval  
 Post  
 Unpost  
 Add Revised Offer  
 Delete Offer  
 Edit Offer

Job Offer Components

| Component | Offer Amount | Payment Mode | Currency | Frequency |
|-----------|--------------|--------------|----------|-----------|
| Base Pay  | 25000.00     | Cash         | USD      | Annual    |

Offer Letter

Letter: [Redacted] Date Printed: [Redacted]  
 Generate Letter | Upload Letter | Email Applicant

Comments

1. Salary Range  
 2. Correct position number  
 3. Correct rank and title  
 4. Correct job code  
 5. Any Promotion and/or tenure credit  
 6. Startup funding range  
 7. Stipend and distinguished title  
 8. Relocation range, including out of state information  
 9. If this is a hire from another USG institution note here that Alex McGee has been contacted

Added By: 11/14/2022 1:16PM  
 Last Updated By: 11/14/2022 1:16PM

Attachments

| Type       | Description | Details                        | Action Required          |
|------------|-------------|--------------------------------|--------------------------|
| Attachment | Application | Applicant_Name_Application_... | <input type="checkbox"/> |
| Attachment | Job Posting | Job_Posting_251865.pdf         | <input type="checkbox"/> |

Add Applicant Attachment | Add Organizational Attachment

7. Once you have completed your job offer preparation:
  - a. Select *Save as a draft*
  - b. Select *Edit Offer* and review the information
  - c. Select *Submit for Approval*
  - d. Take action on remaining applicants, see dispensation reasons in the Appendix. (NOTE: The system will automatically close the posting when the last finalist is moved to the *Hired* disposition.) You may keep your top candidates until the hire is complete in case there are issues. See 8.e for instructions on how to dispense applications.

**STOP HERE!**

Please **DO NOT** edit or approve the job offer after it has been submitted until it returns, ***and*** the verbal offer has been extended. Work with your Faculty Coordinator if changes are needed.

8. The job offer will go through the approval process and will return to the Hiring Manager to:
  - a. **Extend the verbal offer outside the system**
  - b. Discuss any negotiations with the Dean – **DO NOT approve the job offer in the system until verbal offer is accepted, reviewed and approved by the dean outside the system.**
  - c. If verbal offer is accepted:
    - i. Make any negotiation notes in the *Comments* box on the *Approvals* tab
    - ii. Update the *Job Offer Comments* section:
      1. Add “Final offer” amount at the top of the comment box
      2. Add “Final relocation” amount under the Final Offer amount
      3. Add Any visa information
      4. Update any of the other questions
    - iii. **DO NOT** change the Offer Components section or it will start the approval flow over again.
    - iv. Upload the Offer Letter Components form in the *Attachments* section
    - v. Click on Submit for Approval (this is the same as Save)
    - vi. Approve offer on the *Approvals* tab. The job offer will then continue through the approval process. **No changes can be made to the job offer after submission.**
  - d. If verbal offer is denied:
    - i. Make comments in the *Approvals* tab and include reason and date
    - ii. Deny offer on the *Approvals* tab. The job offer will end at this step.

The screenshot displays the 'Approvals' tab of a job offer system. At the top, there are two tabs: 'Offer Details' and 'Approvals'. Below them is the 'Job Offer Approval Chain' section, which shows a horizontal flow of five approval steps: 'Skipped' (No approvers found, Approver 1), 'Skipped' (No approvers found, Approver 2), 'Pending' (Multiple Approvers, Approver 3), 'Not Routed' (Multiple Approvers, Approver 4), and 'Not Routed' (Multiple Approvers, HR Processor). Each step is connected by an arrow. To the right of the flow are links for 'View/Hide Comments' and 'Request Information'. Below the flow is a 'Comments' section with three buttons: 'Submit', 'Approve', and 'Deny'. There is a 'Status' dropdown menu set to 'Select...' and a large 'Comments Text' input field.

- e. If the offer is rejected, mark the application disposition on the *Manage Job Opening* page as *Reject* and choose *Selected but declined offer*
  - i. Select *Other Actions*
  - ii. Select *Recruiting Actions*
  - iii. Select *Edit Disposition*
  - iv. Choose appropriate disposition

The screenshot shows the 'Manage Job Opening' interface. At the top, there are navigation links and a 'Personalize' button. Below that, job details are displayed, including Job Opening ID 249558, Job Posting Title Assistant Professor of Industrial and Systems Eng..., Job Code 202X00 (Assistant Professor), Position Number (Assistant Professor), Status 010 Open, Business Unit 43000 (Kennesaw State University), and Department (EET-Industrial & Systems Eng). A tabbed interface shows 'Applicants' selected. A summary bar indicates counts for various stages: All (19), Applied (19), Reviewed (0), Screen (0), Route (0), Interview (0), Offer (0), Hire (0), Hold (0), and Reject (0). Below this is a table of applicants with columns for Select, Applicant Name, Applicant ID, Type, Disposition, Reason, Application, Resume, Mark Reviewed, Route, Interview, Reject, and Print. A green arrow points to the 'Reject' column of the first applicant row. Below the table, two inset images show the 'Other Actions' dropdown menu with 'Recruiting Actions' and 'Applicant Actions' expanded, and the 'Edit Disposition' dialog box where 'Interview' is the current disposition and 'Offer' is selected as the new disposition.

## Full-time Job Offer Approval Flow

NOTE: Any notes must be entered in the *Comments* box on the *Approvals* tab

|  |   |
|--|---|
| Hiring Manager   | Creates offer with ranges, required information and uploads documents   |
| FA Coordinator   | Reviews – confirms all documents and details are included   |
| AVPAAF   | Reviews, makes any notes on the Approvals tab if needed and approves  |
| Office of Research   | Reviews and approves if appropriate for position  |
| Dean   | Reviews all notes, addresses concerns with the Hiring Manager and approves  |
| <b>Hiring Manager<br/>(DO NOT APPROVE<br/>UNTIL AFTER VERBAL<br/>OFFER IS EXTENDED<br/>AND ACCEPTED)</b> | <b>Extends verbal offer</b> – any negotiations are discussed with the dean and noted in the Approvals tab comments, uploads Offer Letter Components form, updates offer comments section on the job offer page, approves or denies job offer and marks application dispensation code as appropriate |
| Business Manager   | Reviews budget and position number and approves   |
| FA Coordinator   | Reviews final offer and approves  |
| AVPAAF   | Reviews again if changes were made from the original offer  |
| Office of Research   | Reviews if appropriate for position   |
| Budget Office  | Confirms budget and approves  |
| HR/FA Recruiters   | Recruiter Team reviews approval flow and approves   |
| FA Coordinator   | Continues with current process (background check, offer letter, coding, etc.)   |

Appendix

**Dispensing Applications**

**Initial Application Review Process**

| Action        | Status   | Dispensation Reason          | Notes  |
|---------------|----------|------------------------------|--|
| N/A           | N/A      | Applied                      | Initial Disposition when applicant applies.  |
| HM - Moves to | Reviewed | Reviewed                     | Hiring Manager - as applications are reviewed  |
| HM - Moves to | Reject   | Screening - Failed Min Quals | Hiring Manager - does not meet minimum qualifications or application is not complete |
| HM - Moves to | Reject   | Unable to Contact/Make Offer | Hiring Manager - If applicant cannot be reached for an interview.                    |
| N/A           | N/A      | Withdrawn                    | Automatically moves applicant to this when they withdraw from consideration.         |

**Interview Process**

| Action  | Status    | Dispensation Reason  | Notes  |
|---|-----------|--|--|
| HM - Moves to   | Interview | Interview  | Hiring Manager - After applicant agrees to telephone and/or campus interviews  |
| HM - Moves to   | Reject    | Interviewed - Not Selected   |  |
| HM - Moves to   | Reject    | Hired More Qualified Candidate<br><i>After candidate is hired.</i>           | This is used for all applicants that qualified but were not chosen or interviewed. Move applications after offer is accepted. The Faculty Affairs Coordinator will notify the Hiring Manager.  |
| HM or FA Recruiter - Moves all applications who met minimum qualifications to | Reject    | Job Requisition Cancelled<br><b>(Used only when no hires were completed)</b> | This is used when a search fails or when the posting is at the end of its term and no candidates were hired (PT). Email must be sent to <a href="mailto:facultysearches@kennesaw.edu">facultysearches@kennesaw.edu</a> to request posting cancellation for full-time postings. |