

FULL TIME CONTRACTED FACULTY HIRING PROCESS

Hiring Manager: Preparing the Job Offer

Once an applicant has been selected for hire, AND BEFORE ANY HIRING DISCUSSIONS WITH APPLICANT, 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.

CENTRAL REPOSITORY

1. Upload documents listed below in the Activities and Attachments tab per the Faculty Search Guidelines for the Central Repository, see link for details. (<https://www.kennesaw.edu/human-resources/careers/talent-acquisition/staff-hiring-process.php>)
 - a. application materials from all candidates, including letters of application or application forms, curriculum vitae or resumes, academic transcripts, samples of writing or publications, and reference letters (**No Action Needed - already in the system**)
 - b. job descriptions (**No Action Needed - already in the system**)
 - c. position announcements, (*college/department advertising*)
 - d. approval documentation to initiate the position search (*PAF and emails*)
 - e. candidate lists (*telephone/virtual and campus interview lists*)
 - f. faculty search committee memoranda (*summary only*)
 - g. evaluation rubrics and scoring sheets for applicants (for multiple hire postings use: *KSU_246842_Recommendations_APPLICANT'S LAST NAME*)
 - h. interview questions (including those for telephone and face-to-face interviews) and notes
 - i. telephone reference check questions and notes (*summary only*)
 - j. itineraries of finalists invited to campus
 - k. Search process trainings

NOTE: Offer letter will not be sent out without Central Repository information uploaded.

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Print Job Opening Personalize

Job Opening ID: 265128 Status: 010 Open
Job Posting Title: Lecturer of Philosophy Business Unit: 43000 (Kennesaw State University)
Job Code: 204X00 (Lecturer) Department: (HSS-History & Philosophy)
Position Number: 10070 (Lecturer)

Applicants | Activity & Attachments | Details

All (25)	Applied (24)	Reviewed (1)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
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FACULTY VERBAL JOB OFFER PROCESS

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

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | **Print Job Opening** | Personalize

Job Opening ID 249658
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

- 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

Select Job Opening Sections

Return | Job Opening | 246552 | Limited Term Assistant Professor of Educational Leadership | Create Report

Job Opening Print Selection

1-15 of 15

Select	Section to Print [PAGE: Section]
<input type="checkbox"/>	JOB DETAILS Background Check Package
<input checked="" type="checkbox"/>	JOB DETAILS Job Information
<input type="checkbox"/>	JOB DETAILS Justification Statement
<input type="checkbox"/>	JOB DETAILS Onboarding Packet
<input type="checkbox"/>	JOB DETAILS Salary Information
<input type="checkbox"/>	JOB DETAILS Staffing Information
<input type="checkbox"/>	QUESTIONNAIRE Screening Options
<input type="checkbox"/>	QUESTIONNAIRE Skills Questions
<input checked="" type="checkbox"/>	JOB POSTING Job Postings
<input type="checkbox"/>	REQUIRED ATTACHMENTS Required Documents to Attach
<input type="checkbox"/>	HIRING TEAM Hiring Manager Assignments
<input type="checkbox"/>	HIRING TEAM Interviewer Assignments
<input type="checkbox"/>	HIRING TEAM Recruiter Assignments
<input type="checkbox"/>	OTHER Applicants
<input type="checkbox"/>	OTHER Job History

Select All | Deselect All | Return to Previous Page

Create Report

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 Status: 010 Open
 Job Posting Title: Assistant Professor of Industrial and Systems Eng... Business Unit: 43000 (Kennesaw State University)
 Job Code: 202X00 (Assistant Professor) 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 ①

Select [^]	Applicant Name	Applicant ID	Type	Disposition [^]	Reason [^]	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print	
<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"/>	Request 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

Exclude sections with no content available
 Save My Selections

[Generate Report](#)
[Return to Previous Page](#)

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 Latest Document
<input checked="" type="checkbox"/>	Resume or Curriculum Vitae	✓	<input checked="" 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"/>	QIP		<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"/>	Licenses 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

4. Preparing the Job Offer (Application must be at the **Interview Disposition**)

Moving applicant to **Interview**

- a. Select **Other Actions**
- b. Select **Recruiting Actions**
- c. Select **Edit Disposition**
 - i. Select **Reviewed**
- d. Start over from “a” above
 - i. Select **Interview**

Prepare Job Offer

- a. Select **Other Actions**
- b. Select **Recruiting Actions**
- c. 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 249058 Status 0 10 Open
 Job Posting Title Assistant Professor of Industrial and Systems Eng... Business Unit 43000 (Kennesaw State University)
 Job Code 202X00 (Assistant Professor) Department (EET-Industrial & Systems Eng)
 Position Number (Assistant Professor)

[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)
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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

Other Actions

- Recruiting Actions >
 - Create Interview Evaluation
- Applicant Actions >
 - Prepare Job Offer
 - Edit Disposition

5. Complete the full Job Offer including the following:
 - a. Official start date (Fall = 8/1; Spring = 1/1)
 - b. Offer expiration date (make the same as start date)
 - c. 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 (50+ miles)
 - d. Include and complete each line in the *Comments Box* (include all 10 and enter N/A if not applicable)
 1. Base salary range (Lowest – Highest)
 2. Stipend (Administrative Contracted Faculty Only)
 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, as applicable
 8. Startup funding range
 9. Distinguished title
 10. If this is a full-time hire from another USG institution, provide the date the institution was notified by the President’s Chief of Staff.
 - e. Save the job offer as a draft

Prepare Job Offer

Return | Recruiting Home Personalize

Posting Title Assistant Professor of Psychology
 Job Opening Status 010 Open
 Job Title Assistant Professor
 Applicant Name

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

Offer Details

Offer Details | Approvals

Job Opening 251865 Assistant Professor of Psychology
 Position Number 10034194 Assistant Professor
 Job Code 202X00 Assistant Professor
 Hiring Manager
 Recruiter
 Status 008 Pending Approval
 Reason
 Created By

Business Unit 43000
 Offer Date 11/14/2022
 Start Date 08/01/2023
 Offer Expiration Date 11/28/2022
 Applicant Type Employee
 Preferred Contact 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 | Date Printed

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

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)

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 (NOTE: The system will automatically close the posting and reject any applicants who have not been moved past the Offer Accepted status 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.

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 to the applicant. Work with your Faculty Coordinator if changes are needed prior to this step.

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: Edit job offer with final offer details.
 - i. Update the *Comments* section: **DO NOT change the Offer Components section or it will start the approval flow over again.**
 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 (i.e. current visa, expiration date, visa type needed, etc.)
 4. Update any of the other questions
 - ii. Upload the Offer Letter Components form in the *Attachments* section
 - iii. Click on Submit for Approval (this is the same as Save)
 - iv. 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.**

The screenshot displays the 'Offer Details' page with the following sections:

- Offer Details:** Job Opening 251865, Assistant Professor of Psychology, Business Unit 43000, Offer Date 11/14/2022, Start Date 08/01/2023, Offer Expiration Date 11/28/2022, Applicant Type Employee, Preferred Contact Notify Applicant.
- Job Offer Components:** A table with columns: Component, Offer Amount, Payment Mode, Currency, Frequency. Row: Base Pay, 25000.00, Cash, USD, Annual.
- Comments:** A list of 9 questions. A green arrow points to the text area below the list.
- Offer Letter:** Buttons for Generate Letter, Upload Letter, and Email Applicant.
- Attachments:** A table with columns: Type, Description, Details, Action Required. Rows: Attachment Application (Applicant_Name_Application_), Attachment Job Posting (Job_Posting_251865.pdf).
- Buttons:** Add Applicant Attachment (highlighted with a green arrow), Add Organizational Attachment.

- 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.

- e. Mark the application disposition on the *Manage Job Opening* page as *Offer* (if accepted) or *Reject applicant* and choose *Selected but declined offer* (if the offer was declined)
 - i. Select *Other Actions*
 - ii. Select *Recruiting Actions*
 - iii. Select *Edit Disposition*
 - iv. Choose appropriate disposition

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

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
Hiring Manager (DO NOT APPROVE UNTIL AFTER VERBAL OFFER IS EXTENDED AND ACCEPTED)	Extends verbal offer – 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
FA Recruiter	Recruiter Team reviews approval flow and approves
FA Coordinator	Continue with current process (background check, offer letter, coding, etc.)