
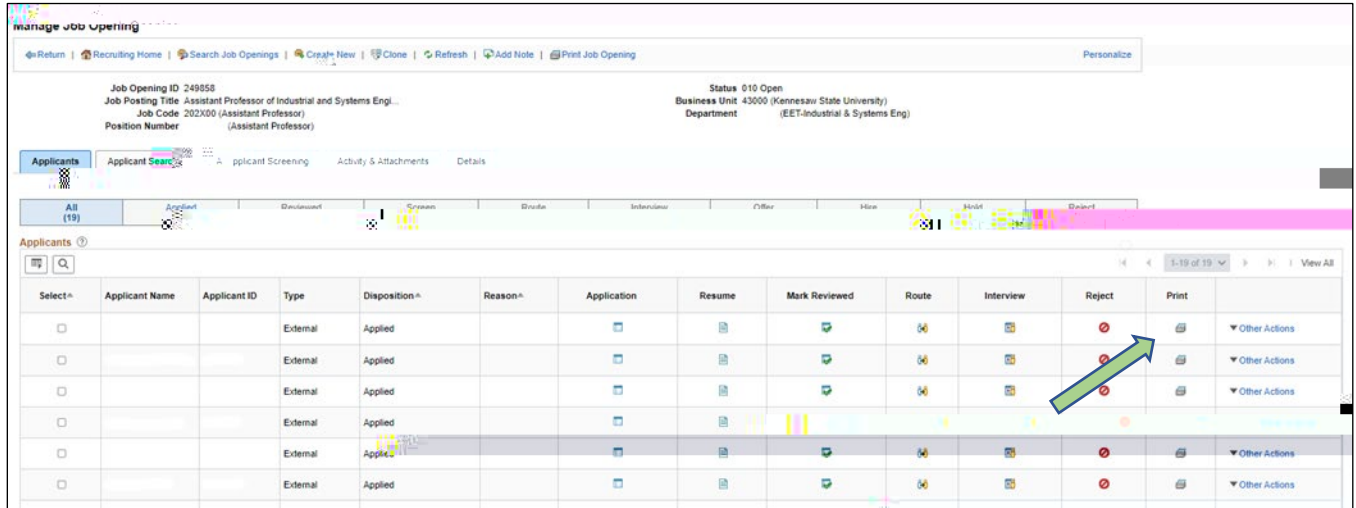










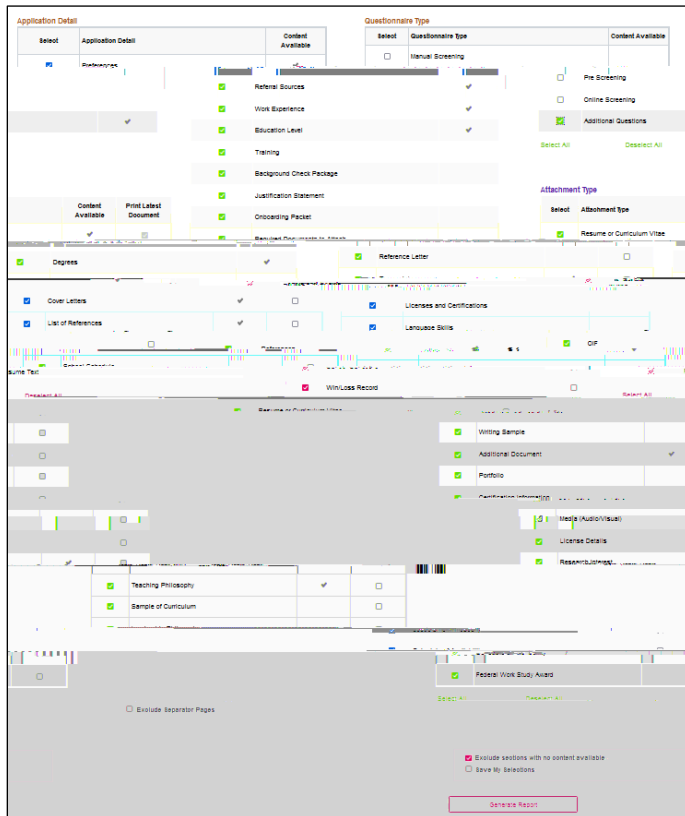
Once an applicant has been selected for hire, AND BEFORE ANY HIRING DISCUSSIONS WITH APPLICANT, Hiring Managers must navigate to that applicant via the Job Posting.

-
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->

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



3. Create the report on the  screen and 
 - a. Select ALL check boxes in the  and 
 - b. Select only the  in the 
 - c. Select 
 - d. Select Generate Report
 - e. Save as the file name it generates
 - f. Select  to go back



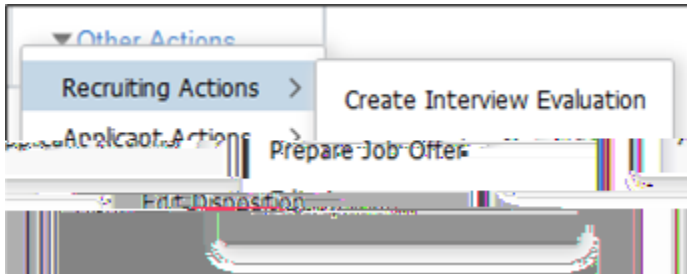
4. Preparing the Job Offer (Application must be at the **10**)

Moving applicant to **10**





- a. Select **10**
- b. Select **10**
- c. Select Edit Disposition
 - i. Select **10**
- d. Start over from "a" above
 - i. Select **10**

Prepare Job Offer

- a. Select **10**
- b. Select **10**
- c. Select **10**



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 **Job Offer** ()
 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 S


7. Once you have completed your job offer preparation:
 - a. Select 
 - b. Select  and review the information
 - c. Select 
 - 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  disposition.) You may keep your top candidates until the hire is complete in case there are issues.



AID

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. outside the system
 - b. Discuss any negotiations with the Dean – _____
 - c. If verbal offer is accepted: Edit job offer with final offer details.
Update the  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 (i.e. current visa, expiration date, visa type needed)

NOTE: Any notes must be entered in the **Notes** 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
	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