

Process Steps Diagram:

Below shows the NSU Careers offer process from the department submitting an offer to the applicant filling out a starter form through the Applicant Portal.



Process Steps:

Below table shows the status changes, notifications sent, Applicant Portal access, and Onboarding Module access depending on what step of the process you are currently in.

Step in Process	Applicant Status	Offer Status	NSU Careers Notification sent	Applicant Portal	Onboarding Module
Department submits offer to Compensation for approval	Submitted (Status may differ ex. Interview 2)	Offer incomplete			
Offer approved by HR Contact	Submitted (Status can differ ex. Hiring Manager Review Successful)	Offer incomplete	1. Notification sent to Supervisor and Onboarding Delegate to notify of approval 2. Notification sent to Applicant that offer is now available in Applicant Portal		
Offer is sent to Applicant (by HR Contact)	Online Offer Made	Offer incomplete		Offer available	
Applicant Accepts Offer in Applicant Portal	Offer Accepted	Offer Accepted	Notification sent to Supervisor and Onboarding Delegate of offer acceptance	Employee Starter Form & Task List	Available to Offer Card Hiring Manager & Onboarding Delegate
Employee Finalizes Starter Form	*Offer Accepted, Form Complete	Offer Accepted	Notification sent to Supervisor & the Initiator	Task List	Available to Offer Card Hiring Manager & Onboarding Delegate

Instructions: The following instructions are to be followed once a final offer is to be extended to the applicant through the NSU Careers system for Adjunct or Temporary positions.

Access: HR Contacts and Hiring Managers have access to process an offer through NSU Careers.

1. Click on the applicant name you are looking to extend an offer to.

New applicant | Search by answers to questions | Merge applicants | Select a bulk action

TEST HR Shared Services Representative I - 997155 (TEST REG JOB)

Search Results

Select	Submitted	Status	Pref Name	First name	Last name	Phone	Mobile	Email	Country	State	City
<input type="checkbox"/>	Aug 19, 2021	Submitted	REG	REG	TEST	9549999999	123456789	lizzy3009+REG@hotmail.com	United States	Florida	SUNRISE

2. Click on the offer status

TEMP TEST

[View profile](#) [View references](#) [Add flags](#) Actions

Address: [Redacted] Phone: +1 9549999999

E-mail: [Redacted] Number: 36155

Employment status: Never employed or contracted Original source: Careers website

Linked Employee: TEMP TEST e-Zines comms hold: Yes

[Applications](#) [History](#) [Scheduled emails](#) [CRM](#) [Resume](#)

TEST TEMPORARY JOB - TEST TEMPORARY: HR Shared Services Rep I ...

Date submitted Aug 19, 2021	Applied via Careers website	Status changed Aug 19, 2022 New Applicant	Offer No offer
Resume View	Form View	Add flags	

3. Scroll down to the Position type section and select yes and click Submit

TEMP TEST

Personal details

Address: [Redacted] Phone: 9549999999
 E-mail: [Redacted]
 Applicant number: 36155 Employment status: Never employed or contract
[View profile](#)

Current or previous employee details

Employee number:
 Employee: TEMP TEST
 Email address: keacerr+TEMP@gmail.com

Job details

Posting Title: **i** TEST TEMPORARY: HR Shared Services Rep I.
 Employment type: Temporary
 Center / College: Human Resources
 Home Org: HUMAN RESOURCES
 Site no.: 001 - Ft. Lauderdale
 Site title: East Campus

Position type

Adjunct or Temporary Staff:* Yes No

Save and close Submit Do Not Use Cancel

Scroll Down

***Please note: for Temporary Staff the job title is being pulled from the Posting Title.**

4. The Offer Card template will refresh to one that is for Adjunct and Temporary Staff.

5. Fill in details in the offer card, see highlighted fields below:

Offer details

Approval status: **Pending**

Recruiter: Lisseth Watkins

Date entered: Sep 28, 2022, 3:04 pm

Application source: Internet - Careers website [Edit](#)

Positions:

Position no	Type:	StatusApplicant	Application status
<input checked="" type="radio"/> TEMPOR Position Title: Temporary-Hourly		TEMP TEST	Offer Accepted, Form Complete
<input type="radio"/> TEMPOR Position Title: Temporary-Hourly	New	-	-
<input type="radio"/> TEMPOR Position Title: Temporary-Hourly	New	-	-

Offer Information

The following fields will be used for the offer merge documents - format accordingly.

Offer Start No Later Than Date:

Additional Offer Conditions:

Additional Instructions:

Personnel Action Form

I-9 Location (Please update same field on Job Card to match if needed): Number: 64

Campus/Building:

Proposed Action:*

Effective Date/Start Date:*

Immediate Supervisor:* No user selected.

Comments (e.g. for temporary employee include labor distribution information):

Updates to this field must be done in the Job Card. This field ensures I-9 is assigned appropriately.

For temps: Enter end dates and Labor Distribution or for Adjunct if intermittent, enter "Intermittent Adjunct"

The following fields are for temporary employees only

Biweekly Hours:

Hourly Rate (e.g. 10.123456):

This section is for Temporary hires ONLY

6. Continue filling out Offer Card... in the Onboarding section
7. Select Onboarding form accordingly to assign the hire form, for example for Temporary staff select NSU New Hire Form (TEMP), for Adjuncts select NSU New Hire Form (ADJUNCT).
8. For the Onboarding workflow select NSU New Hire Onboarding (ALL), as it assigns hire tasks for all position types.

ONBOARDING

Onboarding form:* NSU New Hire Form (TEMP) ▼

Onboarding workflow:* NSU New Hire Onboarding (ALL) ▼

Onboarding delegate: 🔍 ✎
 No user selected.

OFFER PROGRESS

The following fields will be automatically updated by the system

Offer accepted: Yes No

Date offer accepted: 📅

Offer declined: Yes No

9. Scroll down to the offer documents section and click add document, to attach your offer letter and job description under offer documents and any necessary documents.

Offer documents

Documents attached to the offer appear in the section below.

Add document

Document	Date	Size	Category

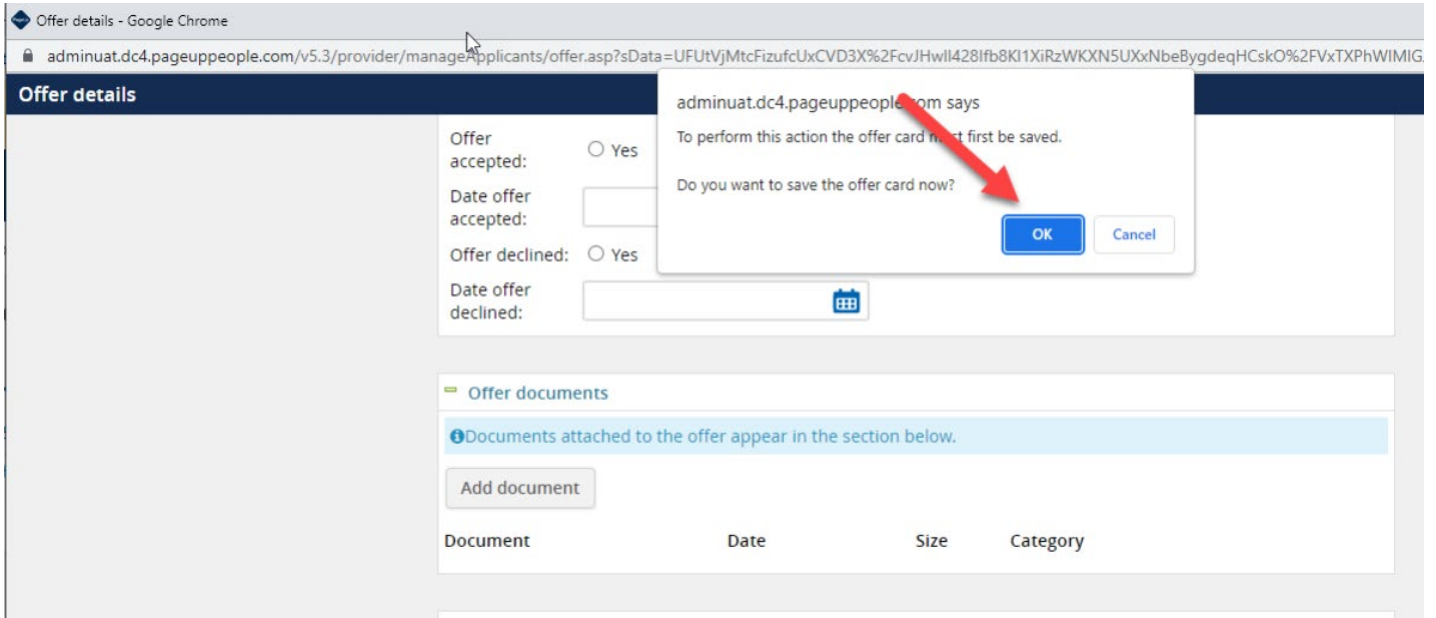
Application documents

Documents uploaded by the applicant are displayed in blue.
 Documents belonging to a different application are marked with an asterisk (*).

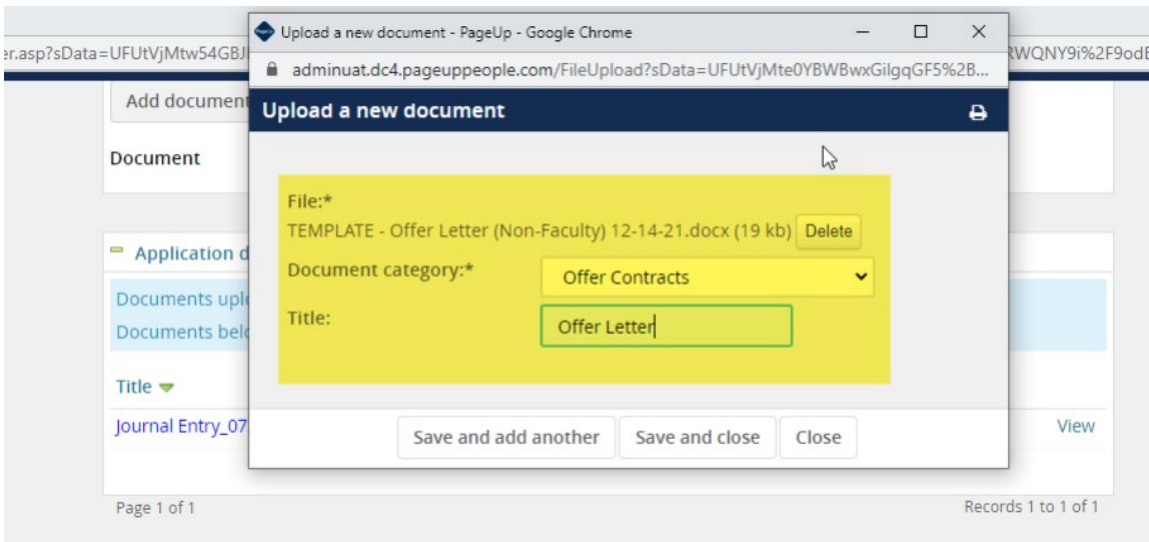
Title ▼	Size	Category	
Journal Entry_072721.pdf	1501Kb	Resume	View

Page 1 of 1 Records 1 to 1 of 1

10. A notification will appear to save the offer card, select ok



6. You will now be prompted to attach your offer letter, enter a Document category, and a title.
7. Select "Save and close" or "Save and add another" to attach multiple documents to be reviewed by applicant.



8. Continue filling out Offer Card.....Scroll down to Approval Process section
9. Select Approval process > Offer Approval- Temp/Adjunct
10. Then select your department's HR Contact by entering their name or searching with the magnify glass, their email will populate below the name.
11. Submit

Approval process

Originator:* 🔍 ✎

Email address: lw740@nova.edu ▼

Approval process: ▼

1. HR Contacts:

🔍 ✎

Email address: kc1178@nova.edu ▼

Application status

Update application status following offer: Yes No

Exports

Export Title	Exported	Export Date
i No Exports were found.		

↘

Offer is then routed to the HR Contact for Approval

See NSU CAREERS QUICK GUIDE: HR CONTACT- HOW TO APPROVE AN ADJUNCT & TEMPORARY STAFF OFFER CARD

12. Applicant will be sent notification to access offer in the NSU Careers Employee Portal automatically after Compensation’s approval.

13. Applicant will click on "View Contingent Offer" to view offer letter.

Welcome REG Home Update profile Update resumé Account

You have been made an employment offer for your TEST HR Shared Services Representative I - 997155 application.
[View Contingent 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.

Submitted applications

- ▶ TEST HR Shared Services Representative I - 997155 (TEST REG JOB)
 - Human Resources
 - Application submitted 19 Aug 2021 at 12:13pm EST.
 - Current status: Offer

View application Update references Update your application

14. Applicant will click on Offer documents

You are controlling TEMP TEST's applicant account. Back to PageUp People

NOVA SOUTHEASTERN UNIVERSITY | **NSU** Florida

Employment offer

You must read and agree to the terms of the offer before you can accept or decline the offer.

Congratulations, you have been made an employment offer for your TEST TEMPORARY: HR Shared Services Rep I application.

To proceed, you must read and agree to the terms and review the following documents before you can accept or decline the offer. Once you have accepted your offer, it can be retrieved again from within the "view application" link of the job.

[Offer Letter](#)

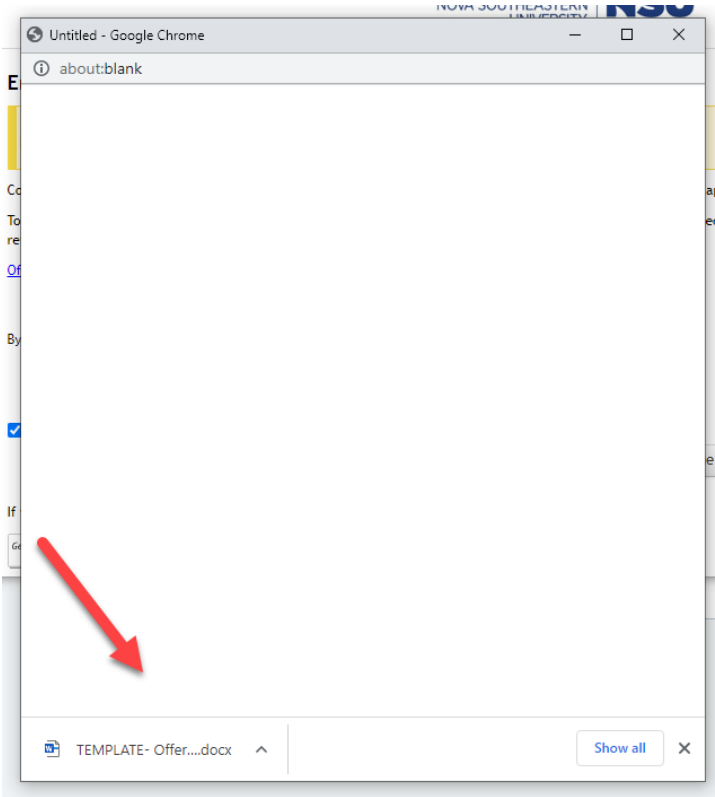
By clicking "I accept", I confirm:

I have read and agreed to the terms of the offer.

I accept I decline Back to home

If you are unable to open these documents, please download Adobe Acrobat reader by clicking on this icon.


15. Offer documents will appear.



16. Applicant will select "I accept" or "I decline"

NOVA SOUTHEASTERN UNIVERSITY **NSU**
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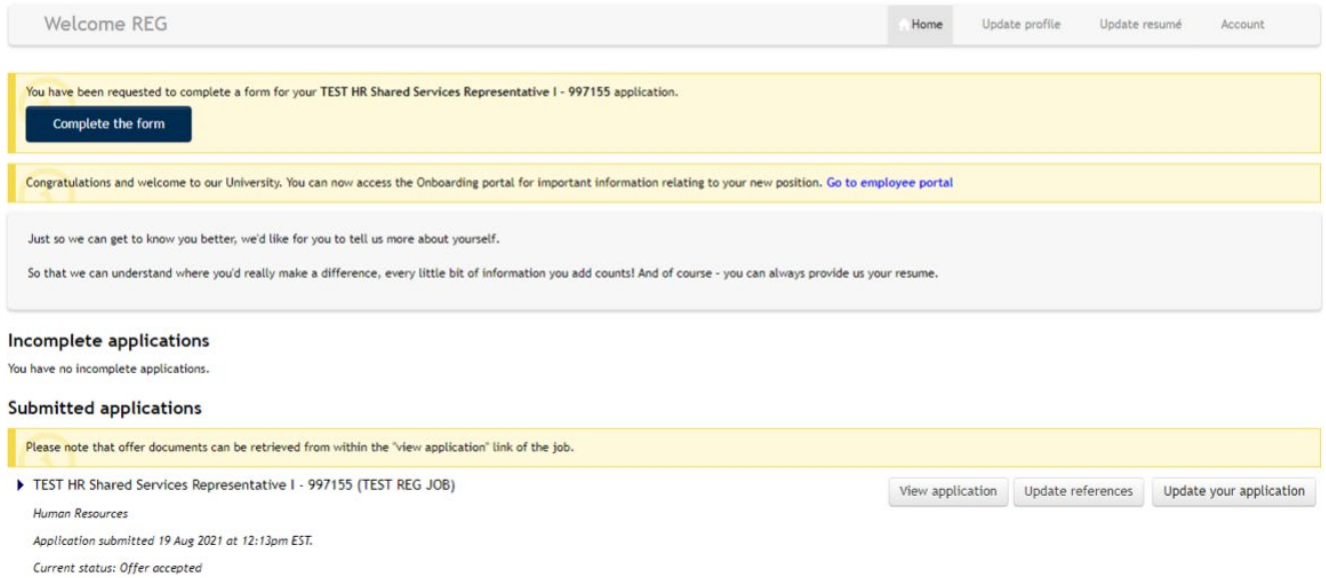
I have read and agreed to the terms of the offer.

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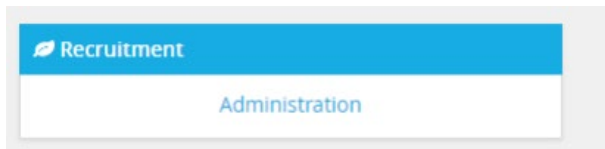
If you are unable to open these documents, please download Adobe Acrobat reader by clicking on this icon.



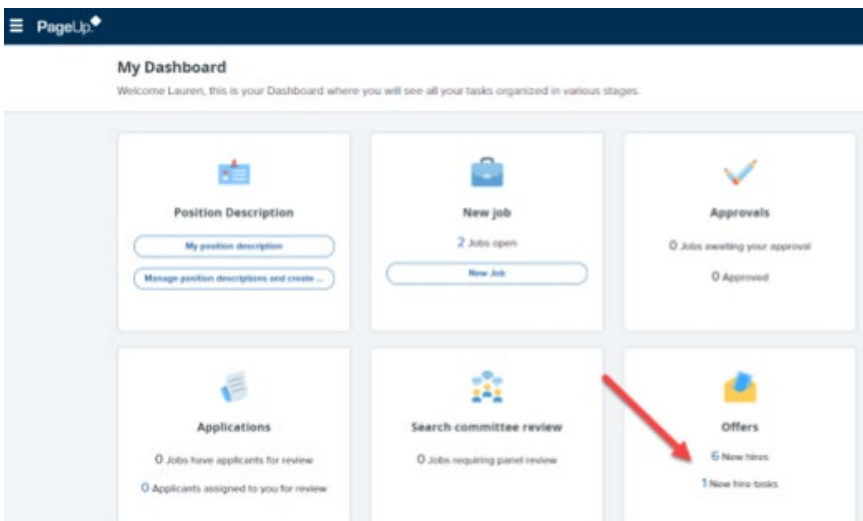
17. Once offer is accepted, the New Hire Form will become available for the applicant to complete and the Task List will be available as well by clicking on "Go to employee portal".



18. You can now go through the Recruitment Portal to access the status of your New Hire's tasks by clicking on Administration under Recruitment in your NSU Careers Dashboard.



19. Hiring Managers: Click on "New hires" on Dashboard > Click on "View all tasks"



HR Contacts or Hiring Managers: Through the hamburger menu on the top left corner select “My new hires”> on the right-hand side of the employee select “View all tasks”

My new hires

First name: Last name: Requisition Number: Title:

Application status: Business unit: Department:

Applicant first name	Applicant last name	Requisition Number	Title	Application status	Date started			
ADJUNCT TEST	SUE	TEST ADJUNCT JOB	TEST Adjunct F	Offer Accepted, Form C	Sep 29, 2021	View offer details	View all tasks	Disable Onboarding Emails
TEMP	TEST	TEST TEMPORARY JOE	TEST TEMPORA	Offer accepted paperw	Aug 19, 2021	View offer details	View all tasks	Disable Onboarding Emails

20. All tasks will appear.

New hire tasks

ADJUNCT TEST SUE
Position
TEST Adjunct Faculty, College of Pharmacy

Start date
Sep 29, 2021

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No tasks

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Assigned to

Task	Assigned to	Due date	Status
POLICIES TO REVIEW - BEFORE YOUR FIRST DAY <input type="button" value="+ Add"/>			
Policies for Review	ADJUNCT TEST SUE	29 Sep 2021	Overdue <input type="button" value="edit"/>
FORMS TO COMPLETE - BEFORE & DURING YOUR FIRST DAY <input type="button" value="+ Add"/>			
Acknowledgment of NSU Policies	ADJUNCT TEST SUE	29 Sep 2021	Overdue <input type="button" value="edit"/>