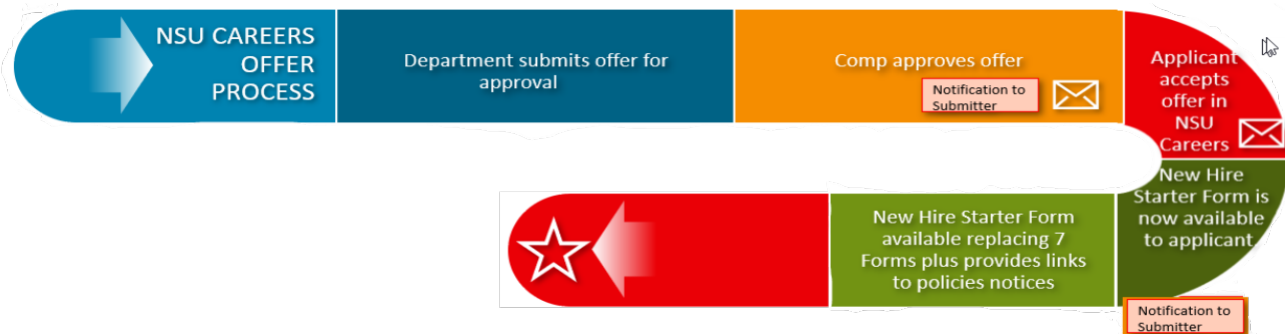


Process Steps Diagram:

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 Compensation	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 (auto when Comp approves)	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.

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 a final 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	1234567890	lizzy3009+REG@hotmail.com	United States	Florida	SUNRISE

2. Click on the offer status

REG TEST 


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

Address	128 RIVERWALK CIR SUNRISE, Florida 33326, United States	Phone	+1 9549999999
Cell	+1 1234567890	E-mail	lizzy3009+REG@hotmail.com
Number	36159	Employment status	Never employed or contracted
Original source	LinkedIn	Linked Employee	REG TEST lizzy3009+REG@hotmail.com Modify
e-Zines comms hold	<input checked="" type="checkbox"/> Yes		

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

TEST REG JOB - TEST HR Shared Services Representative I - 997155 ...

Date submitted Aug 19, 2021	Applied via LinkedIn	Status changed Mar 3, 2022 Hiring Manager review successful	Offer No offer
View	Form View	Add flags	



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

REG TEST (REG)
[Revision history](#)

Personal details

Address:	128 RIVERWALK CIR SUNRISE, Florida 33326, United States	Phone:	9549999999
		Cell:	1234567890
E-mail:	lizzy3009+REG@hotmail.com		
Applicant number:	36159	Employment status:	Never employed or contracted

[View profile](#)

Current or previous employee details

Employee number:

Employee: REG TEST

Email address: lizzy3009+REG@hotmail.com

Job details

Posting Title: i TEST HR Shared Services Representative I - 997155.

Employment type: Full Time with Full Benefits

Center / College: Human Resources

Home Org: HUMAN RESOURCES

Site: 02 -

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:	



Before submitting an offer please check Banner (NBAPBUD) to ensure Labor Distribution is correct. If you see any discrepancies for grants email your Compensation Consultant and for non-grants submit a new PFT prior to submitting an offer.

Personnel Action Form

Campus/Building:*

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

Proposed Action:*

Effective Date:*

FLSA Status:

Job Grade/Level:

Biweekly Hours:*

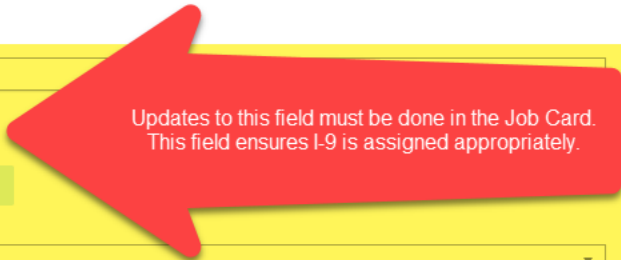
Annual salary:

Hourly Rate (e.g. 10.123456):

Salary notes (e.g. contract spread):

Rank (if applicable):

Immediate Supervisor:*



Offer details

Approval status: **Pending**
 Recruiter: Lisseth Watkins
 Date entered: Apr 20, 2023, 2:40 pm
 Application source: Internet - LinkedIn [Edit](#)

Positions:

Position no	Type:	Status	Applicant	Application status
997155		-	-	

[Position Title: HR Shared Services Rep](#)

ONBOARDING

Onboarding form:*

Onboarding workflow:*

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

Date offer declined:

4. Continue filling out Offer Card.....Scroll down to the Offer documents section and click add document, ensure to attach your offer letter and job description under Offer Documents. (Offer documents will be visible to the applicant through their applicant portal)

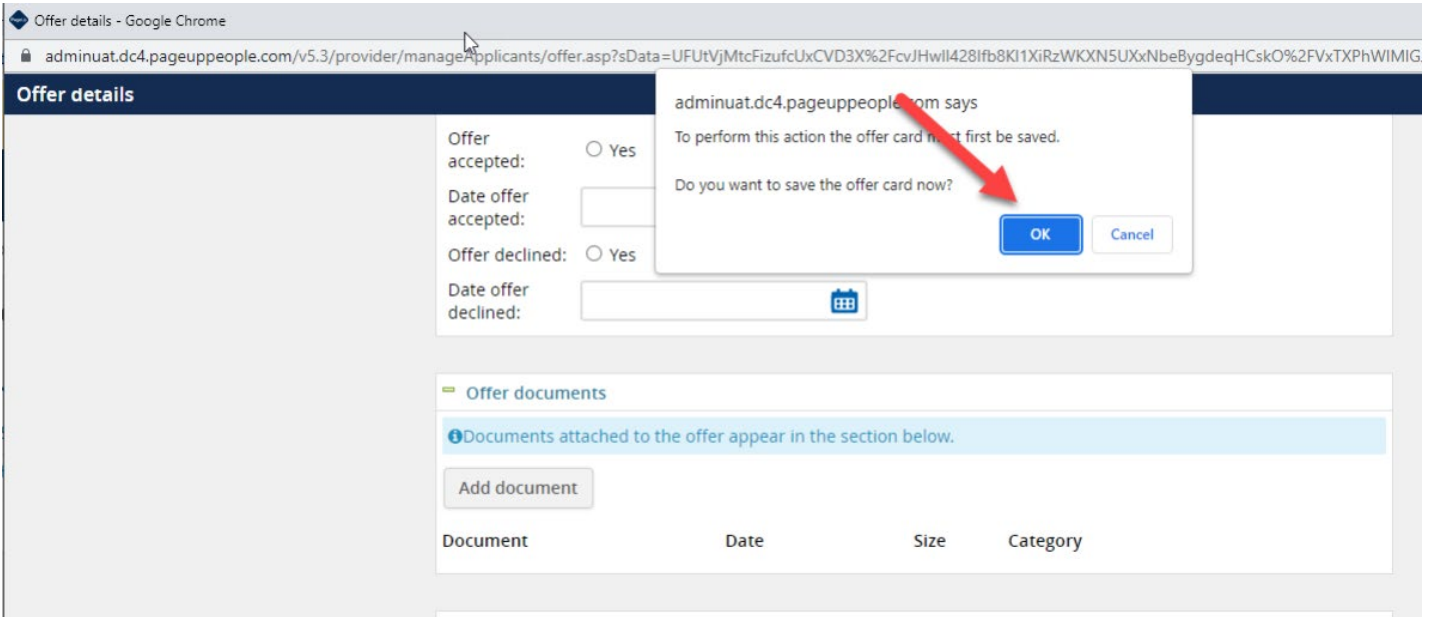
Offer documents

Documents attached to the offer appear in the section below.

Document	Date	Size	Category								
<p>Application documents</p> <p>Documents uploaded by the applicant are displayed in blue. Documents belonging to a different application are marked with an asterisk (*).</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Size</th> <th>Category</th> <th></th> </tr> </thead> <tbody> <tr> <td>Journal Entry_072721.pdf</td> <td>1501Kb</td> <td>Resume</td> <td>View</td> </tr> </tbody> </table>				Title	Size	Category		Journal Entry_072721.pdf	1501Kb	Resume	View
Title	Size	Category									
Journal Entry_072721.pdf	1501Kb	Resume	View								

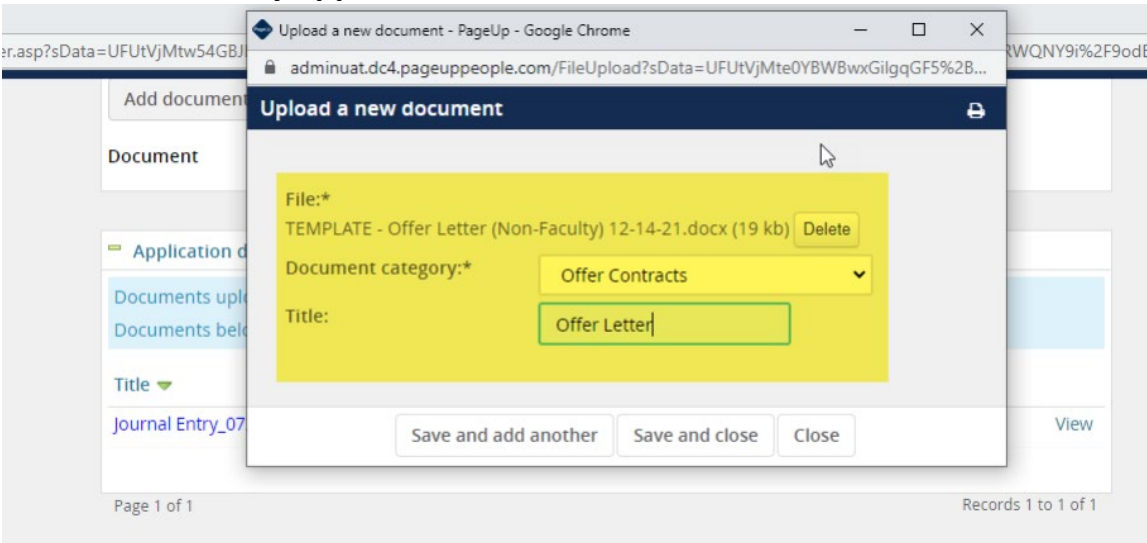
Page 1 of 1 Records 1 to 1 of 1

5. 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"

9. Select your department's Compensation Specialist

10. Submit

Approval process

Originator:*

Approval process:

1. HR Compensation Staff:

11. *Offer is then routed to Compensation for approval*

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"

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) View application Update references Update your application
 - Human Resources
 - Application submitted 19 Aug 2021 at 12:13pm EST.
 - Current status: Offer

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

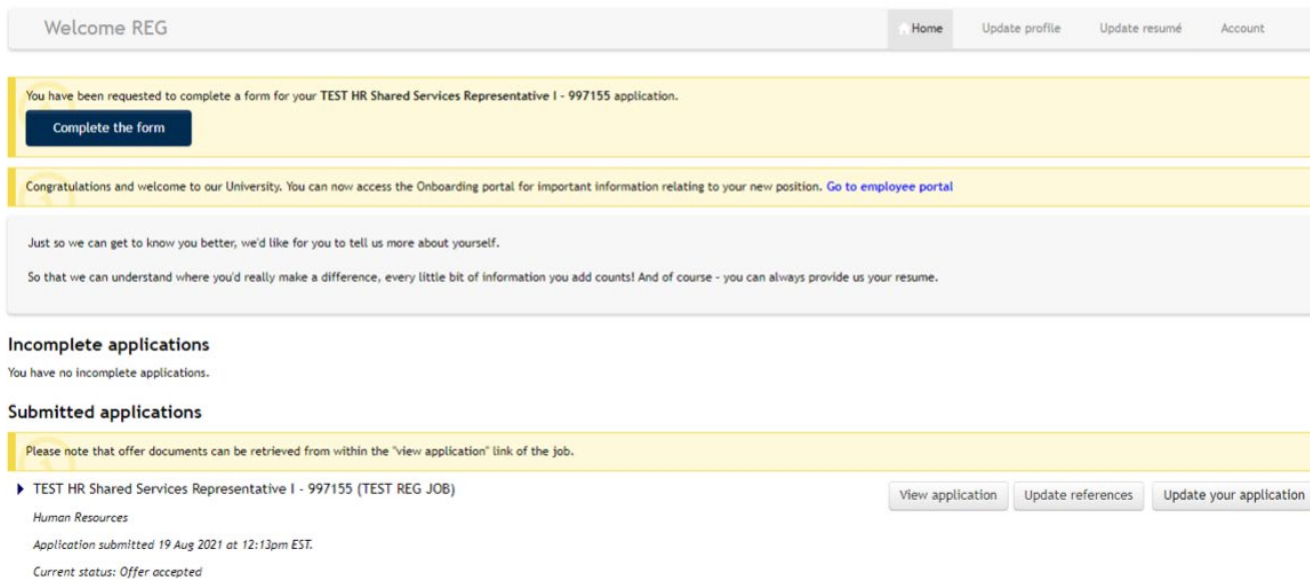
nsu.dc4.pageuppeople.com/v5.3/provider/applyGateway/ControlApply.aspx?sData=UFUtVjMtIG2l5pCYQ-ZBSX1IVIGi-e0mkRwhKITPPTLyp7Wxi6_kM9nJB1dx9lyBGDW3pS4aGC8Yp3Pa3EOKPjuDDgMyk03/Ao

You are controlling REG TEST's applicant account.

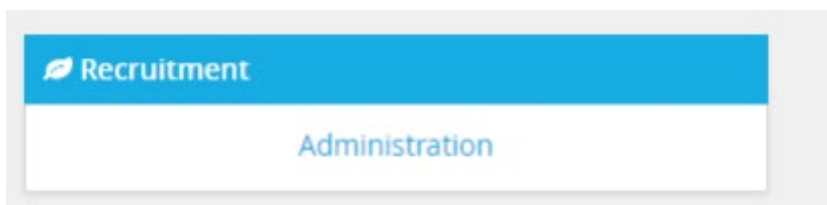
NOVA SOUTHEASTERN UNIVERSITY | **NSU** Florida

Employment offer
 Congratulations, you have been made an employment offer for your TEST HR Shared Services Representative I - 997155 application.

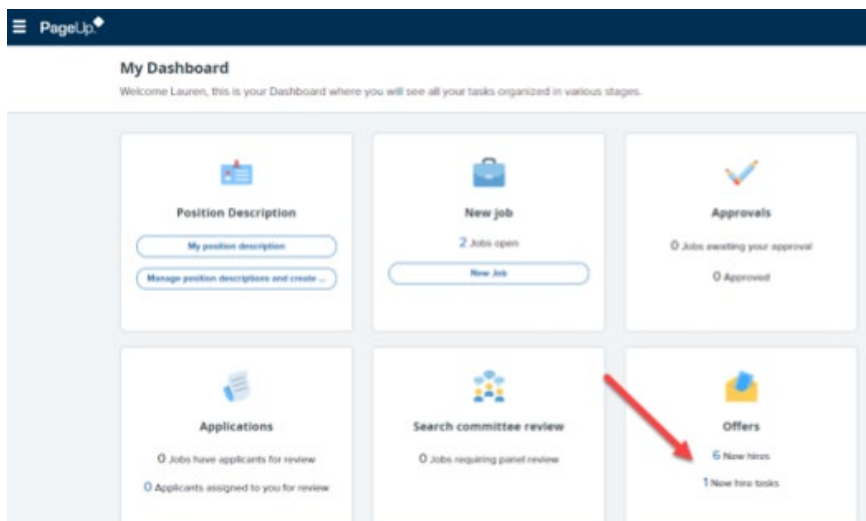
15. Once offer is accepted, the New Starter Form will become available for the applicant to complete and the Task List will be available as well by clicking on "Go to employee portal".



16. 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.



17. 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: Clear Search

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

18. All tasks will appear.

New hire tasks

ADJUNCT TEST SUE
 Position
 TEST Adjunct Faculty, College of Pharmacy

Start date
 Sep 29, 2021

[Notify updates](#)

Add optional tasks ^

No tasks

My Favorite Tasks v

Assigned to

Add new task

Task	Assigned to	Due date	Status
POLICIES TO REVIEW - BEFORE YOUR FIRST DAY + Add			
Policies for Review	ADJUNCT TEST SUE	29 Sep 2021	Overdue
FORMS TO COMPLETE - BEFORE & DURING YOUR FIRST DAY + Add			
Acknowledgment of NSU Policies	ADJUNCT TEST SUE	29 Sep 2021	Overdue
Benefits Enrollment Notice	ADJUNCT TEST SUE	29 Sep 2021	Overdue