# **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	<ol> <li>Notification sent to Supervisor and Onboarding Delegate to notify of approval</li> <li>Notification sent to Applicant that offer is now available in Applicant Portal</li> </ol>		
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.

<u>Access</u>: 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.

TEST HR Shared S										
	ervices Repres	entative l - 997155 (	TEST REG	G JOB)						
Search Results										
select 👻 Submitted State	us	Pref Name	First name	Last name	Phone	Mobile	Email	Country	State	City
Aug 19, 2021 Subn	mitted	REG	REG	TEST	9549999999	123456789(	lizzy3009+REG@hotmail.com	United State	Florida	SUNRISE

### 2. Click on the offer status



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

	REG)		
Personal det	tails		
Address:	128 RIVERWALK CIR SUNRISE, Florida 33326, United States	Phone: Cell:	9549999999 1234567890
E-mail:	lizzy3009+REG@hotmail.com		
Applicant numl View profile	ber: 36159	Employment status:	Never employed or contracted
Current or p	revious employee details		
Employee number:			
Employee number: Employee:	REG TEST Email address: lizzy3009+REG@hot	mail.com Y	
Employee number: Employee: Job details	REG TEST Email address: lizzy3009+REG@hot	mail.com Y	
Employee number: Employee: Job details Posting Title:	REG TEST Email address: lizzy3009+REG@hot	mail.com Y	
Employee number: Employee: Job details Posting Title: Employment type:	REG TEST Email address: lizzy3009+REG@hot TEST HR Shared Services Represe Full Time with Full Benefits	mail.com Y entative I - 997155.	
Employee number: Employee: Job details Posting Title: Employment type: Center / College:	REG TEST Email address: lizzy3009+REG@hot TEST HR Shared Services Represe Full Time with Full Benefits Human Resources	mail.com Y	
Employee number: Employee: Job details Posting Title: Employment type: Center / College: Home Org:	REG TEST Email address: lizzy3009+REG@hot TEST HR Shared Services Represe Full Time with Full Benefits Human Resources HUMAN RESOURCES	mail.com Y	

#### Offer Information

The following fields will	be used for the offer merg	e documents - format accordingly.
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Offer Start No Later Than Date:	
Additional Offer Conditions:	
Additional Instructions:	

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	Before submitting an offer please or grants email your Compensation Co	heck Banner (NB) onsultant and for	APBUD) to ensure non-grants submi	Labor Distribution is correct. If y it a new PFT prior to submitting	/ou see any disc an offer.
Personnel Actior	n Form				
Campus/Building:*	Select				
I-9 Location (Please update	Human Resources	Q /	Upd Th	lates to this field must be done i is field ensures I-9 is assigned	n the Job Card. appropriately.
same field on Job Card to match if	Number: 64	×			
needed):					
Proposed Action:*	Select			•	•
Effective Date:*					
FLSA Status:	Non-Exempt				•
Job Grade/Level:		Q /			
	No job grade/level selected.				
Biweekly Hours:*					
Annual salary:					
Hourly Rate (e.g. 10.123456):					
Salary notes (e.g. contract spread):	Current number of installr Adjust to 26 equal installn	nents- # nents effective	e: MM/DD/YYY	Required note f emplo	or 9/10 month yees
Rank (if				-	
applicable): Immediate					
Supervisor:*		Q //			
	No user selected.				
Offer detai	ls				
Approval state	us: Pending				
Recruiter:	Lisseth Watkins				
Date entered:	Apr 20, 2023, 2:40 pm				
Application source:	Internet - LinkedIn Edit				
Positions:					
Positio	on no		Type: Sta	tus Applicant Application sta	atus
9971	55 Ition Title: UD Charad Convises D	0.0			

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ONBOARDING		
Onboarding form:*	Select	~
Onboarding workflow:*	None	~
Onboarding delegate:	Q /	ß
	No user selected.	
OFFER PROGRE	S	
	The following fields will be automatically updated by	y the system
Offer accepted:	🔾 Yes 💿 No	
Date offer accepted:	i	
Offer declined:	○ Yes ● No	
Date offer		

ش

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		•			
ODocuments attached t	o the 📖 appear in th	e section below	N.		
Add document					
Document	Date	Size	e Ca	ategory	
Application document	its				
Documents uploaded by	y the applicant are displ	ayed in <mark>blue</mark> .			
Documents belonging to	o a different application	are marked w	ith an astei	risk (*).	
Title 🔻		Size	Catego	ory	
Journal Entry_072721.pdf		1501Kb	Resum	ne	View
Page 1 of 1					Records 1 to 1 of 1

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

ffer details			adminuat.dc4.pageup	people om says		
	Offer accepted:	O Yes	To perform this action the offer card n. st		be saved.	
	Date offer accepted:		Do you want to save the	offer card now?		
	Offer declined:	O Yes			OK Cancel	
	Date offer declined:		Ċ	<b></b>		
	- Offer docume	ents				
	ODocuments att	tached to	the offer appear in the	section below.		
	Add document					
	Document		Date	Size	Category	

- 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.

	Upload a new document - PageUp	o - Google Chrome	- 0	×		
er.asprsData=UFUtVjMtw54G	adminuat.dc4.pageuppeopl	adminuat.dc4.pageuppeople.com/FileUpload?sData=UFUtVjMte0YBWBwxGilgqGF5%2B				
Add docume	<sup>ent</sup> Upload a new document			₽		
Document			ß		1	
	File:*	Jon-Faculty) 12-14-21 docy (19	kh) Delete			
Application	Document category:*	(i)	ND) Delete			
Documents u	plu	Offer Contracts	Ť			
Documents b	eld Title:	Offer Letter				
Title 🔫						
Journal Entry_	07 Save and a	dd another Save and close	Close		View	
Deep 4 of 4				Dess		
Page For F				Reco		

- 8. Continue filling out Offer Card.....Scroll down to "Approval Process"
- 9. Select your department's Compensation Specialist
- 10. Submit

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Approval process			
Originator:*	Lisseth Watkins	Q //	
	Email address: lw740@no	va.edu ×	
Approval process:	Offer Approval 🗸		
1. HR Compensation Staff:		Karen Aguilar Cerrato	
		Email address: kc1178@nova.edu	Select your department's Compensation Specialist
	Save and close	Submit Cancel	

# **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 resum	é Account
You Vie	u have been made an employment offer for your TEST HR Shared Services Representative I - 997155 application. ew Contingent Offer				
Ju	st 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 alway	ys provide us your resume.			
Ince	omplete applications				
You ha	ave no incomplete applications.				
Sub	mitted applications				
• т	EST HR Shared Services Representative I - 997155 (TEST REG JOB)	View app	lication Update	references Ur	date vour applicatio
н	luman Resources				
A	pplication submitted 19 Aug 2021 at 12:13pm EST.				
C	urrent status: Offer				
14. Ap	oplicant will select "I accept" or "I decline"				
nsu.dc4.pageup	people.com/v5.3/provider/applyGateway/ControlApply.aspx?sData=UFUtVjMtlBG215pCYQ-ZBSX1IVIGi-e0mkRwhl	KITPPTLyp7Wxi6_kM9nJ	B1dx9lyBGDW3pS	4aGC8Yp3Pa3EC	0KPjuDDgMyk03JA
You are controlling i	REG TEST's applicant account.				
	NOVA SOUTHEASTERN NOVA SOUTHEASTERN	<b>ISU</b> orida			
En	nnlovment 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".

Welcome REG		Home Upda	ate profile Update	resumé Account
You have been requested to complete a form for your TEST HR Shared Services Representative I - 99 Complete the form	77155 application.			
Congratulations and welcome to our University. You can now access the Onboarding portal for importa	nt information relating to your new position. Go to emp	ployee portal		
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 a	dd counts! And of course - you can always provide us yo	ur resume.		
ncomplete applications u have no incomplete applications. ubmitted applications				
Please note that offer documents can be retrieved from within the "view application" link of the job.				
<ul> <li>TEST HR Shared Services Representative I - 997155 (TEST REG JOB)</li> <li>Human Resources</li> <li>Application submitted 19 Aug 2021 at 12:13pm EST.</li> </ul>		View application	Update references	Update your appl
Current status: Offer accepted				

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. <u>Hiring Managers</u>: Click on "New hires" on Dashboard> Click on "View all tasks"

My Dashboard Welcome Lauren, this is your Dashboard where y	you will see all your tasks organized in various sta	ges.
Position Description My protion description Manage proton descriptions and create	New job 2 Jobs open New Job	Approvels O Jutos avesting year approve O Ageroved
Applications 0 Jobs have applicants for review 0 Applicants assigned to you for review	Search committee review 0 Jobs requiring panel review	Offers 6 New Hors 1 New Hors Usids

<u>HR Contacts or Hiring Managers</u>: 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"

<b></b> ageUp.◆			Jobs I	People Re	eports 🗸	Settings	Recent items	Quick search	Lisseth ∨	? ~
My new hires										
First name:		Last name:	Requisition N	umber:	Т	itle:			Clear	Search
Application status:		Business unit: Select	Department: No Busines	ss unit selecte	d 🗸					
Applicant first name	e Applicant last r	name Requisition Number	Title Applicati	on status	Date starte	d		2		
ADJUNCT TEST	SUE	TEST ADJUNCT JOB	TEST Adjunct Fa Offer Acc	epted, Form C	Sep 29, 202	1	View offer de	tails View all tasks	Disable Onboard	ding Emails
TEMP	TEST	TEST TEMPORARY JOE	TEST TEMPORA Offer acc	epted paperw	Aug 19, 202	1	View offer de	tails   View all tasks	Disable Onboard	ding Emails

## 18. All tasks will appear.

My Favorite Tasks

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∃ PageUp.	Jobs F	People F	eports -	<ul> <li>Setting</li> </ul>	s Recent items	✓ Quick searce	:h Q	Lisseth 🗸
New hire tasks								
ADJUNCT TEST SUE Position TEST Adjunct Faculty. College of Pharmacy	Assigned to All tasks	Manaç	jer	Employee			Add	new task
Start date Sep 29, 2021	Task			As	ssigned to	Due date	Status	
Notify updates	POLICIES TO REVIEW - BEFORE YOUR FIRST DAY							+ Add
Add optional tasks	Policies for Re	view		A	DJUNCT TEST SUE	29 Sep 2021	Overdue	Ł
No tasks	FORMS TO COMPLETE - BEFORE & DURING YOUR FIRST DAY							+ Add

Acknowledgment of NSU Policies

**Benefits Enrollment Notice** 

ADJUNCT TEST SUE

ADJUNCT TEST SUE

29 Sep 2021

29 Sep 2021

Overdue

Overdue

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