

## 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 create the job offer in the OneUSG Careers system.

**Job Offers missing information will be denied and you will need to start the job offer over.**

#### **CENTRAL REPOSITORY**

See the last page of this user guide for detailed information on how to upload documents to the central repository.

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

**IMPORTANT!** Use the OneUSG CORE USER to log into Careers. There have been issues with uploading documents if you do not log in this way.

- Scroll down on the log in page
- Choose CORE USER - Practitioner Access (VPN is only required off campus)
- Log in as you normally would

**ACTIVE USG EMPLOYEES**

Enter time, request absences, enroll in and manage retirement savings plans, and view other HR and payroll information.

[OneUSG Connect](#)

Need help logging in? Contact the USG Service Desk via phone, email, or by clicking the "Get Support" button below.  
1-877-231-2644  
[support@usg.edu](mailto:support@usg.edu)

[Get Support](#)

[Manage My Benefits](#)

Questions about enrolling in Benefits?

Contact OneUSG Connect Benefits Call Center:  
Call toll-free 1-844-5-USGBEN (1-844-587-4236).

**HISTORICAL DOCUMENTS**

Need your historical pay and tax related documents?

[Submit Request](#)

**CORE USER**

Commitment Accounting, Time & Labor, Human Resources, Benefits, Payroll.

[Practitioner Access \(VPN Required\)](#)

## 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)
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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

#### 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

**Manage Job Opening**

Select Job Opening Sections

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  
 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)
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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

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"/>	Required 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/Video)		<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  
Job Posting Title Assistant Professor of Industrial and Systems Engi...  
Position Number (Assistant Professor)

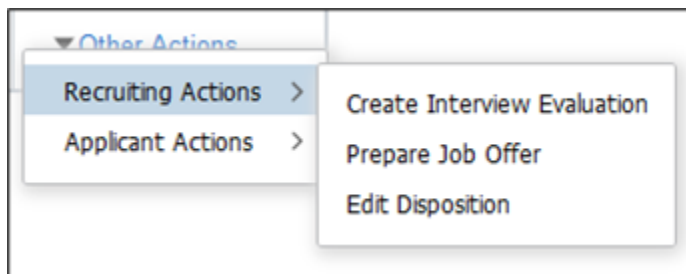
Status 010 Open  
Business Unit 43000 (Kennesaw State University)  
Department (EET-Industrial & Systems Eng)

**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)
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Applicants ③

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



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. Copy and paste 1-11 below and complete each line in the *Comments Box* (include all 11 and enter N/A if not applicable)
    1. Base salary range
    2. Stipend
    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
    8. Startup funding range
    9. Distinguished title
    10. If this is a full-time hire from another USG institution note here that the President's Chief of Staff has been contacted.
    11. Is this person a retiree from USG or a Georgia public school system?
  - e. Save the job offer as a draft

**Prepare Job Offer**

[Return](#) | [Recruiting Home](#) [Personalize](#)

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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

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**Offer Details** 1 of 1 | View All

[Offer Details](#) | [Approvals](#)

Job Opening: 251865 Assistant Professor of Psychology  
 Position Number: 10034194 Assistant Professor  
 Job Code: 202X00 Assistant Professor  
 Hiring Manager:  
 Recruiter:  
 Status: 006 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](#)

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**Job Offer Components** 1 of 1 | View All

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Pay	25000.00	Cash	USD	Annual

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**Offer Letter** 1 of 1 | View All

Letter: [Generate Letter](#) [Upload Letter](#) [Email Applicant](#)  
 Date Printed:

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**Comments** 1 of 1 | View All

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 1:16 PM  
 Last Updated By: 11/14/2022 1:16 PM

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**Attachments** 1 of 1 | View All

Type	Description	Details	Action Required
Attachment	Application	<a href="#">Applicant Name_Application_...</a>	<input type="checkbox"/>
Attachment	Job Posting	<a href="#">Job_Posting_251865.pdf</a>	<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 UNTIL THE OFFER COMES BACK TO YOU!

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.**

**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

Position Number: 10034194, Assistant Professor, Job Code: 202X00, Assistant Professor, Hiring Manager: Recruiter, Status: 006 Pending Approval, Reason: Created By:

Save as Draft, Submit for Approval, Post, Unpost, Add Revised Offer, Delete Offer, Edit Offer

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**

- Salary Range
- Correct position number
- Correct rank and title
- Correct job code
- Any Promotion and/or tenure credit
- Startup funding range
- Stipend and distinguished title
- Relocation range, including out of state information
- 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

- 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.

Offer Details ?

Offer Details Approvals

**Job Offer Approval Chain**

Job Offer: Pending View/Hide Comments Request Information

JOB Offer Approval Chain

Skipped No approvers found Approver 1 → Skipped No approvers found Approver 2 → Approved Mami McCulloch Approver 3 07/09/23 - 3:29 PM → Approved Ian Ferguson Inserted Approver 07/07/23 - 3:46 PM → Approved Shannon West Approver 4 07/07/23 - 3:51 PM → Pending Multiple Approvers HR Processor → Not Routed Mami McCulloch Inserted Approver

Comments

Submit Approve Pushback Deny

Status Select...

Comments Text

- 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

Manage Job Opening

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

Job Opening ID 249058 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)  
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 ?

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 >

Applicant Actions >

Create Interview Evaluation

Prepare Job Offer

Edit Disposition

Edit Disposition

Current Disposition Interview

\*New Disposition

\*Status Reason

Date

Offer

Reject

Reviewed

Route

Screen

Save

## Faculty Searches Central Repository Reference Guide

Name of file (50 characters max)	Description	Faculty Search Guidelines Reference
KSU_246842_Rubric	Include all evaluations or scoring rubrics that were used to evaluate the candidates.	g, (part-time as applicable)
KSU_246842_Interview questions	Include all questions asked of the candidates, designating at which interview stage the question was asked and how they were asked. Examples could include phone or email for pre-screening, virtual meeting for first round interviews, in-person second round interviews, final campus presentations, etc.	h, i (questions ONLY)
KSU_246842_Recommendations	Include all recommendations from the search committee to the hiring manager. This will also include documents used to compare candidates.	f, i (notes ONLY) - Part-time needs a justification for hiring each candidate
KSU_246842_Confidentiality Agreement	This is the agreement signed by the search committee members.	<b>Not required for faculty searches, except executive level faculty administrators.</b>
KSU_246842_Record of search process trainings	Include documentation of any training that members of the search process were provided or required to attend. Include the title, who conducted the training, a brief description, and whether it was mandatory or suggested.	k
KSU_246842_Misc search documents	Include any additional documents used in the applicant review process or the hiring decision.	c, d, e, j
N/A	N/A	a, b (Not needed - already in the system)

### **Instructions:**

Search Committee Chair, if applicable

- Review the Faculty Search Guidelines, Sections 8-11
- Save all documents **for each section above** as a combined, single document using the correct naming scheme above
- Send all documents to the Hiring Manager

Hiring Manager

- Review all files
- Add hiring manager additional questions and notes to the documents
- Upload files using the instructions from the Central Repository Job Aid

### **Central Repository User Guide**

<https://www.kennesaw.edu/human-resources/careers/talent-acquisition/staff-hiring-process.php>

### **Faculty Search Guidelines**

<https://www.kennesaw.edu/faculty-affairs/hiring-policies/index.php>