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.

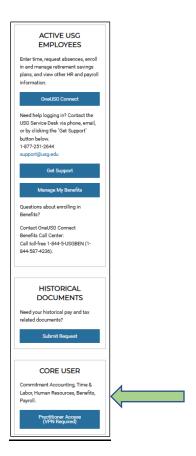**Job Offers missing information will be denied and you will need to start the job offer over.**

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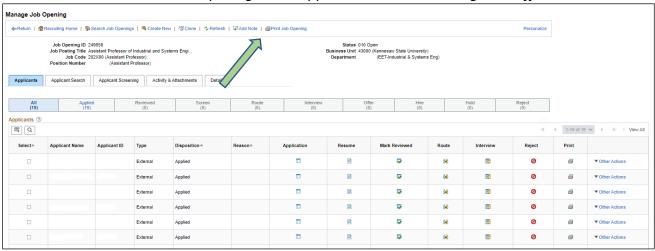- Scroll down on the log in page
- Choose CORE USER - Practitioner Access (VPN is only required off campus)
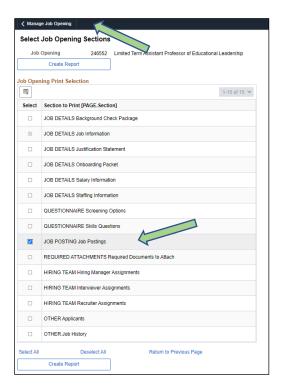- Log in as you normally would

FACULTY VERBAL JOB OFFER PROCESS
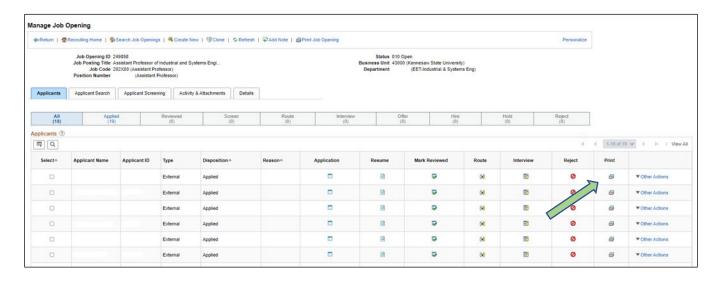
1. Save a copy of the **Job Posting**
   a. Select *Print Job Opening* in the upper middle of the *Manage Job Offer* screen
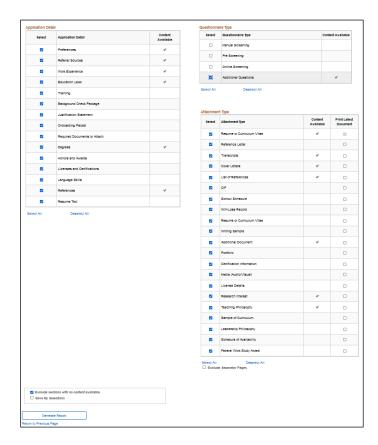

   b. Choose only the *Job Posting* box (you may need to unselect all)
   c. Select Create Report
   d. Save as a PDF as *Job Posting ID # _____*
   e. Select *Manage Job Opening* to go back

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
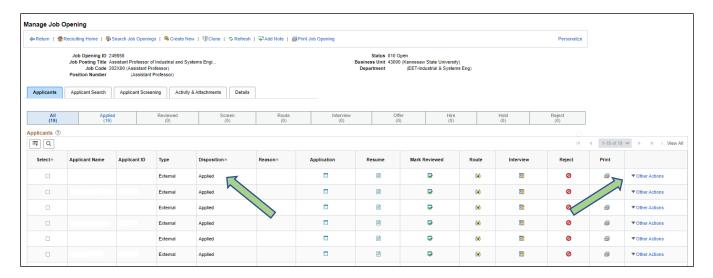

3. Create the report on the *Application Report Options* screen
   a. Select ALL check boxes in the *Application Data* and *Attachment Type*
   b. Select only the *Additional Questions* in the *Questionnaire Type*
   c. Select *Exclude sections with no content available*
   d. Select Generate Report
   e. Save as the file name it generates
   f. Select *Manage Job Opening* to go back

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
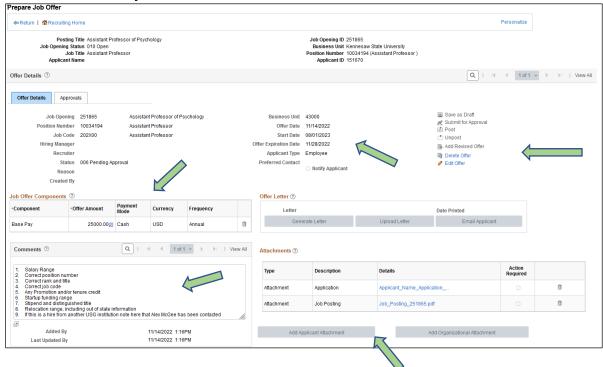   i. Select *Interview*
   Prepare Job Offer
      a. Select *Other Actions*
      b. Select *Recruiting Actions*
      c. Select *Prepare Job Offer*

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

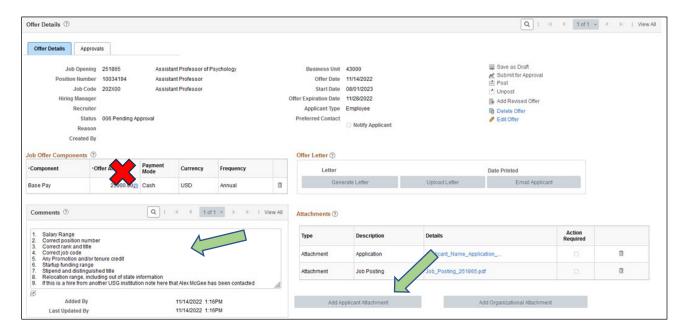6. Upload attachments as *Add Applicant Attachment*
   a. Select *Edit Offer* and attach documents
      i. Job Posting
      ii. Application Report
      iii. ABD Justification from Dissertation Committee Chair, if applicable
      iv. Tenure upon hire and Rank approval from P&T Committee, if applicable
      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.
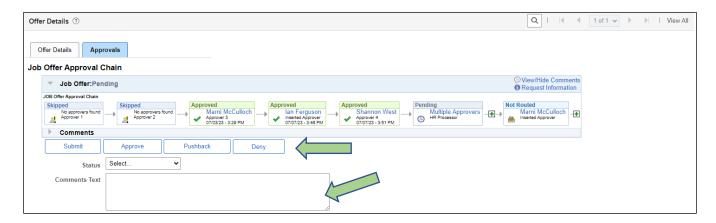
STOP HERE UNTIL THE OFFER COMES BACK TO YOU!

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.
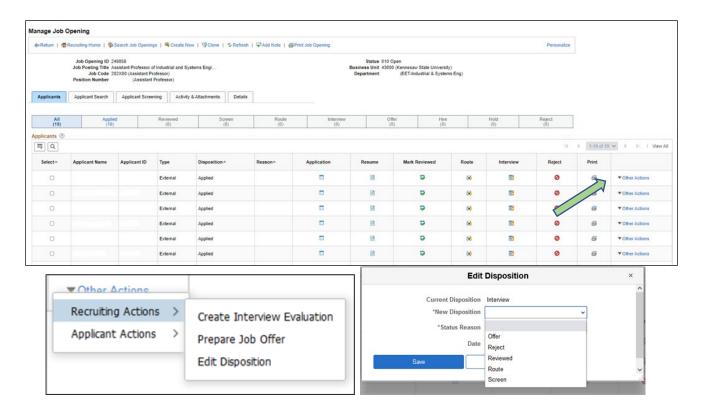
8. The job offer will go through the approval process and will return to the Hiring Manager to:
   a. **Extend the verbal offer** <u>outside the system</u>
   b. Discuss any negotiations with the Dean – **<u>DO NOT approve the job offer in the system until verbal offer is accepted, reviewed and approved by the dean outside the system</u>**.
   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.**

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.

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

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.	**Not required for faculty searches, except executive level faculty administrators.**
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

Facutly Search Guidelines
https://www.kennesaw.edu/faculty-affairs/hiring-policies/index.php