



**UNIVERSITY OF MISSOURI
– ST. LOUIS**

**PeopleSoft Hiring Managers User
Training**

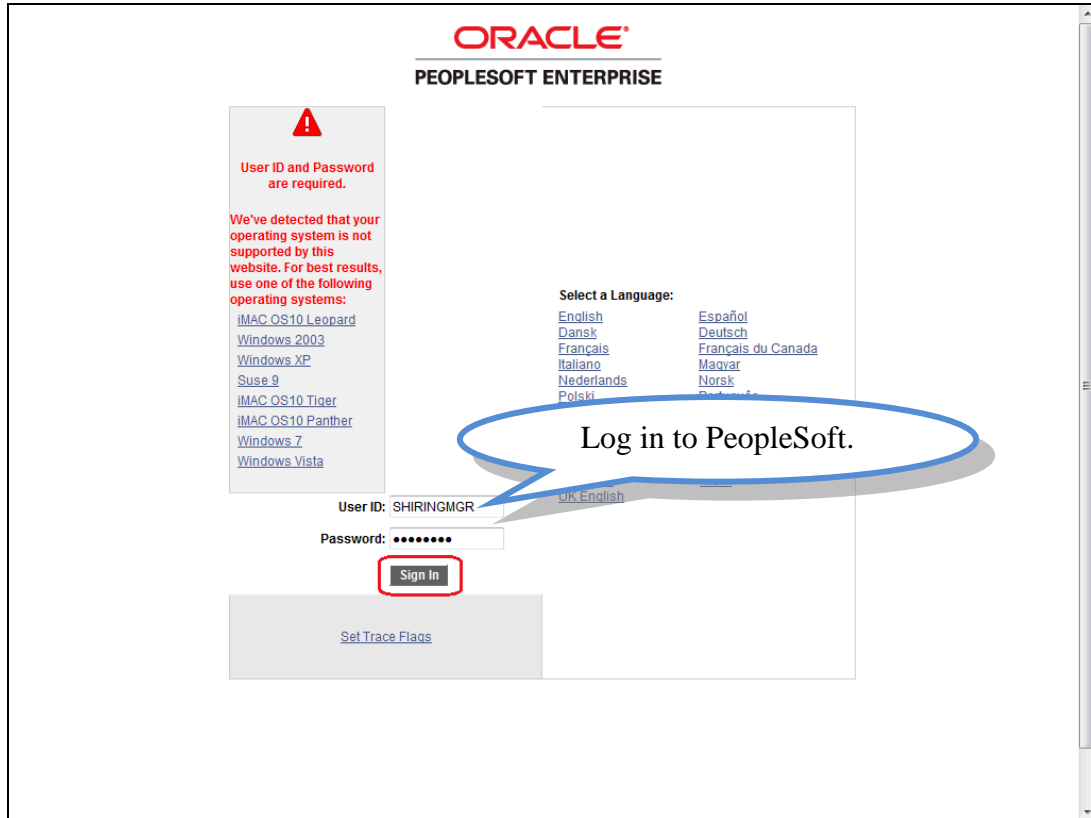
**HOW TO CREATE A JOB
OFFER**


TRAINING PARTICIPANT GUIDE

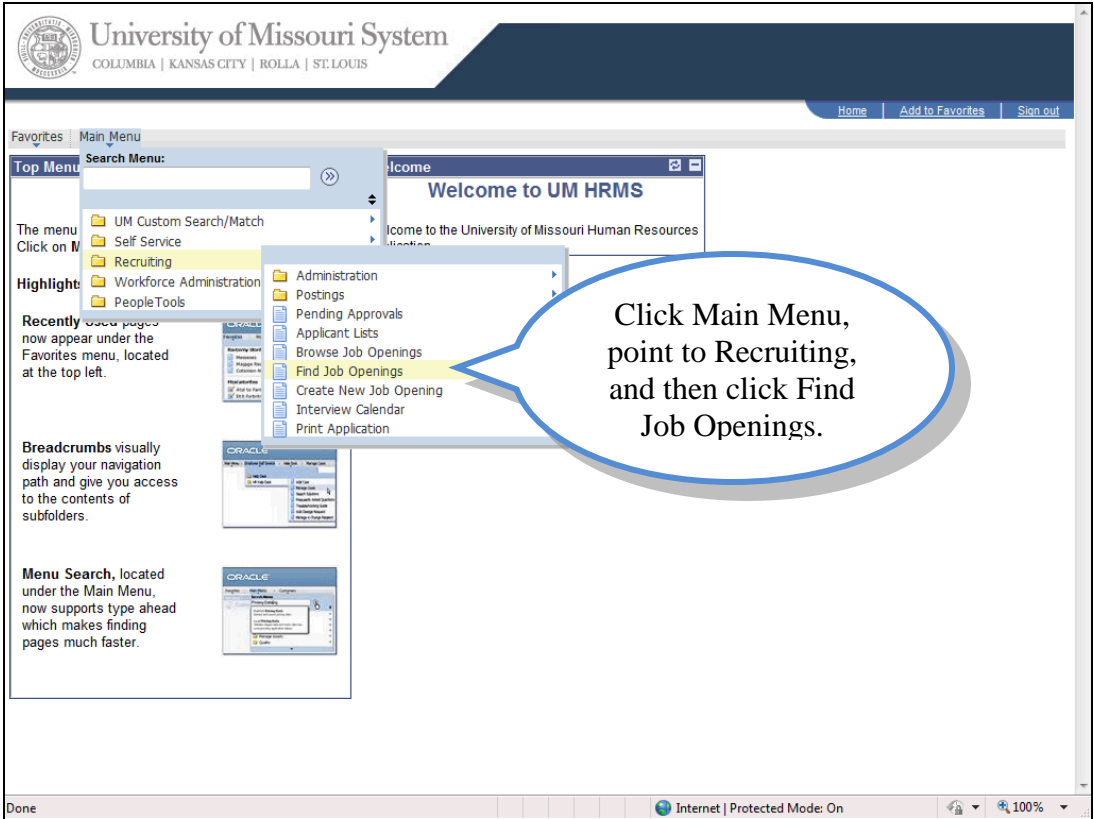
PEOPLESOFT HRMS 9.1
RECRUITING
JANUARY 9, 2012



How to Create a Job Offer

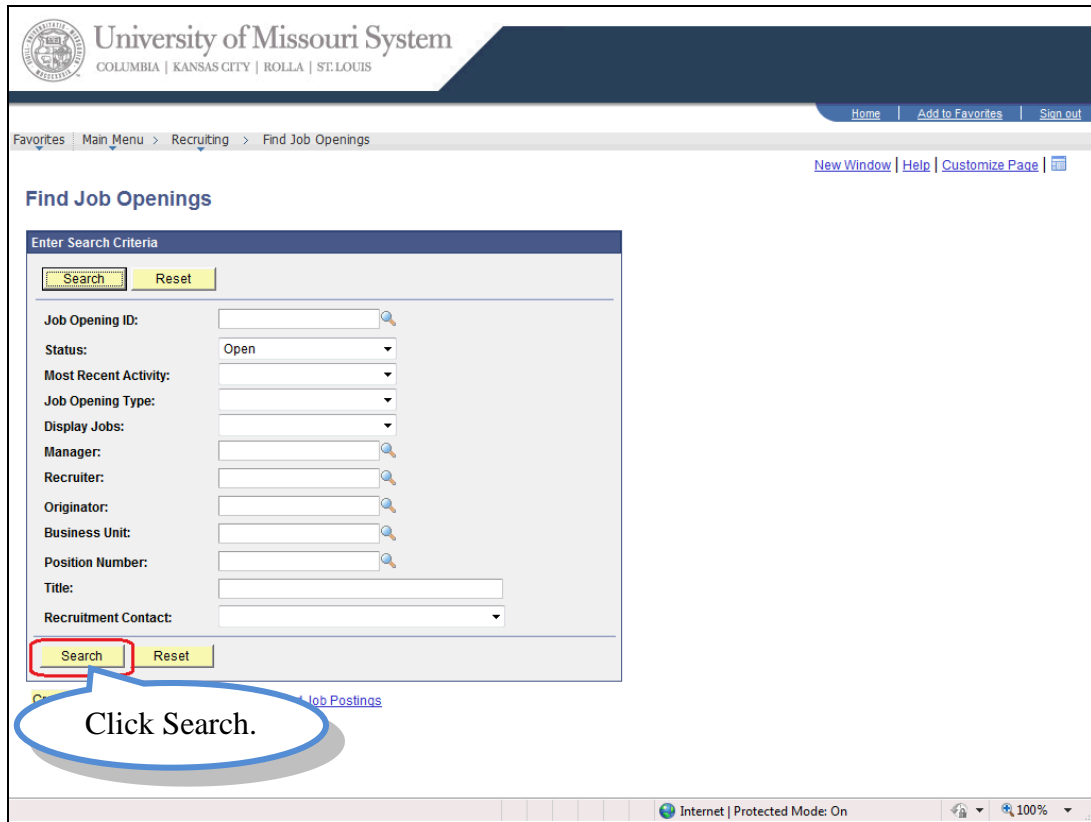
HRPRD91: <https://hrprd.umssystem.edu/psp/prd/?cmd=login>



| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Log in to PeopleSoft using your SSO and Password. Click the Sign In button.  |



| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. | Click the Main Menu button.  |
| 3. | Point to Recruiting and then click the Find Job Openings menu item.  |



| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. | Click the Search button. <div data-bbox="440 1125 602 1173" style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;"> Search </div> |

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Find Job Openings

New Window | Help | Customize Page

Find Job Openings

View Job Opening Search Criteria

43 Results Found

Search Results

| Job Opening | ID Nbr | Type | Location | Target Openings | Available Openings | Department | Created | Internal Posting Remove Date | External Posti Remove Date |
|----------------------------------------------------------------------|--------|----------------------|-------------------------------|-----------------|--------------------|---------------------------------|------------|------------------------------|----------------------------|
| POLICE OFFICER | 6088 | Standard Requisition | 222 GENERAL SERVICES BUILDING | 1 | 1 | UMSL Police | 10/04/2011 | 10/21/2011 | 10/21/2011 |
| ADMINISTRATIVE | 6087 | Standard Requisition | 243 GENERAL SERVICES BUILDING | 1 | 1 | Custodial Services | 10/04/2011 | 10/14/2011 | 10/14/2011 |
| ADMINISTRATIVE | 6040 | Standard Requisition | 121 Woods Hall | 1 | 1 | Continuing Education & Outreach | 09/28/2011 | 10/07/2011 | 10/07/2011 |
| ADMINISTRATIVE | 6037 | Standard Requisition | 121 Woods Hall | 1 | 1 | Continuing Education & Outreach | 09/28/2011 | 10/07/2011 | |
| COORDINATOR, PROGRAM SUPPORT (INTERNATIONAL STUDIES) | 6032 | Standard Requisition | 366 SSB | 1 | 1 | Center for International Studi | 09/28/2011 | 10/21/2011 | |
| CUSTODIAN | 5974 | Standard Requisition | 243 GENERAL SERVICES BUILDING | 1 | 1 | Custodial Services | 09/21/2011 | 09/30/2011 | 09/30/2011 |

Select the job opening by clicking on the Job Opening hyperlink.

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. | Select the job opening by clicking on the Job Opening hyperlink. For this training example, click the COORDINATOR, PROGRAM SUPPORT job opening link. |

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Find Job Openings

Find Job Opening

Job Opening

Posting Title: COORDINATOR, PROGRAM SUPPORT (INTERNATIONAL STUDIES) Job Opening ID: 6032
 Job Opening Status: 010 Open Job Type: Standard
 Job Title: COOR PRGM/PROJ SUPRT Job Code: 3048
 Position Number: 00054526 COOR PRGM/PROJ SUPRT
 Business Unit: STLOU University of MO-St. Louis

Save Clone Create New Previous Job Opening Next Job Opening Job Opening List

Manage Applicants Find Applicants Activity & Attachments Job Opening Details

View Applicants Screen Applicants Interview Schedule

Manage Applicants

Display: All

| Applicants | Name | ID | Type | Disposition | Resume | Application | View Attachment | Last Updated | Take Action |
|-------------------------------------|-----------------------------------|-------|------|-------------|--------|-------------|-----------------|-------------------|------------------|
| <input type="checkbox"/> | Darkholme, Anna M | 31026 | Emp | Route | | | | 10/10/2011 8:28AM | Select Action... |
| <input checked="" type="checkbox"/> | McCoy, Henry | 59966 | Emp | Route | | | | 10/10/2011 8:28AM | Select Action... |
| <input type="checkbox"/> | Rankin, Calvin | 79584 | Emp | Route | | | | 10/10/2011 8:28AM | Select Action... |

Select the applicant.

| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------|
| 6. | Select the applicant for which you would like to make an offer. For this training example, select Rebecca Nuckolls . |

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Favorites | Main Menu > Recruiting > Find Job Openings

Find Job Opening

Job Opening

Posting Title: COORDINATOR, PROGRAM SUPPORT (INTERNATIONAL STUDIES) Job Opening ID: 6032
 Job Opening Status: 010 Open Job Type: Standard
 Job Title: COOR PRGM/PROJ SUPRT Job Code: 3048
 Position Number: 00054526 COOR PRGM/PROJ SUPRT
 Business Unit: STLOU University of MO-St. Louis

Save Clone Create New Previous Job Opening Next Job Opening Job Opening List

Manage Applicants Find Applicants Activity & Attachments Job Opening Details

View Applicants Screen Applicants Interview Schedule

Manage Applicants

Display: All

| Select | Applicant Name | ID | Type | Disposition | Resume | Application | View Attachment | Last Updated | |
|-------------------------------------|-----------------------------------|-------|------|-------------|--------|-------------|-----------------|-------------------|------------------|
| <input type="checkbox"/> | Darkholme, Anna M | 31026 | Emp | Route | | | | 10/10/2011 8:28AM | |
| <input checked="" type="checkbox"/> | McCoy, Henry | 59966 | Emp | Route | | | | 10/10/2011 8:28AM | |
| <input type="checkbox"/> | Rankin, Calvin | 79584 | Emp | Route | | | | 10/10/2011 8:28AM | Select Action... |

Add Applicant to New List
 Add Applicant to Saved List
 Create Interview Evaluation
 Forward Applicant
 Link Applicant to Job
 Manage Applicant Checklists
 Manage Interviews
 Pre-Employment Check
 Prepare For Hire
 Prepare Job Offer
 Print Application Details
 Reject Applicant
 Route Applicant
 Select Action...
 Send Corr...
 Withdraw Fr...
 Select Action...

Click Prepare Job Offer.

| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------|
| 7. | Click Prepare Job Offer from the Take Action drop-down list. <input type="text" value="Prepare Job Offer"/> |

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Find Job Openings

Manage Applicant: McCoy, Henry

Prepare Job Offer

Applicant Name: [McCoy, Henry](#) ID: 59966 Date Entered: 10/03/2011

[Print Job Opening](#)

Posting Title: COORDINATOR, PROGRAM SUPPORT (INTERNATIONAL STUDIES) Job Opening ID: 6032

Job Opening Status: 010 Open Job Type: Standard

Job Title: COOR PRGM/PROJ SUPRT Job Code: 3048

Position Number: 00054526 COOR PRGM/PROJ SUPRT

Business Unit: STLOU University of MO-St. Louis

Offer

Save for Later | Submit | Add Revised Offer | Delete Offer | Cancel | [Return to Previous Page](#)

Offer Details

Job Opening: 6032 COORDINATOR, PROGRAM SUPPORT (INTERNATIONAL STUDIES)

Business Unit:

Position Number: COOR PRGM/PROJ SUPRT

Job Code: COOR PRGM/PROJ SUPRT

Offer Date:

Commencement Date:

Hiring Manager: Xavier, Charles

Enter Hiring Manager.

| Step | Action |
|------|---------------------------------------------------------------------------------------------|
| 8. | The Prepare Job Offer page will display. In the Offer Details, enter the Hiring Manager. |

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Find Job Openings

Status
*Status: 006 Pending Approval
Reason:

Offer Letter
Letter: Printed:
[Upload Letter](#)

| Component | Offer Amount | Currency | Frequency |
|-------------|--------------|----------|-----------|
| Base Salary | 2000.00 | USD | Monthly |

[+ Add Offer Component](#)

Comments

Added By:
Last Updated By:

[+ Add Another Comment](#) [Previous Comment](#) [Next Comment](#)

[Save for Later](#) [Submit](#) [Add Revised Offer](#) [Delete Offer](#) [Cancel](#) [Return to Previous Page](#)

| Step | Action |
|------|-------------------------------------------------------------|
| 9. | In the Job Offer Components section, enter the Base Salary. |

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Find Job Openings

Status
*Status: 006 Pending Approval
Reason:

Offer Letter
Letter: Date Printed: 11
Generate Letter | Email Applicant | Upload Letter

Job Offer
Currency: USD | Frequency: Monthly
Add Offer

Comments
Start Date
MOCODE - PS Account - Fund Code - Amount (%)
FTE
Salary
Campus Address
New Employee's Campus Phone Number
Added By:
Last Updated By:
Add Another Comment | Previous Comment | Next Comment

Save for Later | Submit | Add Revised Offer | Delete Offer | Cancel | Return to Previous Page

| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. | <p>Enter required information in the Comments section as well as any notes you may have.</p> <p>Required: Start Date MOCODE info: MOCODE, PS Account, Fund Code, Amount % FTE Salary Campus Address New Employee's Campus Phone Number Reports To and Position Number Status (New Hire, Transfer, Promotion, or Rehire)</p> |

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Favorites | Main Menu > Recruiting > Find Job Openings

*Status: 006 Pending Approval
Reason:

Offer Letter
Letter: [Dropdown] Date Printed: [Text Box] [Print Icon]
Generate Letter | Email Applicant | Upload Letter

Job Offer Components

| *Component | *Offer Amount | Currency | Frequency |
|-------------|---------------|----------|-----------|
| Base Salary | 2000.000000 | USD | Monthly |

+ Add Offer Component

Comments

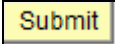
FTE
Salary
Campus Address
New Employee's Campus Phone Number
Reports To Name and Position Number
Status (New Hire, Transfer, Promotion, or Rehire)


Added By:
Last Updated By:

+ Add Another Comment | Previous Comment | Next Comment

Save for Later | **Submit** | Add Revised Offer | Delete Offer | Cancel | Return to Previous Page

Click Submit.

| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------|
| 11. | Click the Submit button.  |


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[Favorites](#) | [Main Menu](#) > [Recruiting](#) > [Find Job Openings](#)

[Help](#)

Manage Applicant: McCoy, Henry
Disposition Details: Offer

Applicant Name: [McCoy, Henry](#) **Date Entered:** 10/03/2011
ID: 59966 [Print Job Opening](#)

Posting Title: COORDINATOR, PROGRAM SUPPORT (INTERNATIONAL STUDIES) **Job Opening ID:** 6032
Job Opening Status: 010 Open **Job Type:** Standard
Job Title: COOR PRGM/PROJ SUPRT **Job Code:** 3048
Position Number: 00054526 COOR PRGM/PROJ SUPRT
Business Unit: STLOU University of MO-St. Louis

 [Return to Previous Page](#)

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

Offer Details
 Job Opening: 6032 COORDINATOR, PROGRAM SUPPORT (INTERNATIONAL STUDIES)
 Business Unit:
 Position Number: COOR PRGM/PROJ SUPRT
 Job Code: COOR PRGM/PROJ SUPRT
 Offer Date:
 Commencement Date:
 Hiring Manager:

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12. | <p>The Hiring Manager listed previously will receive an email once the Recruiter has approved the job offer. At that point you may call and make a verbal offer to the candidate and send the candidate an offer letter and background check authorization form.</p> <p>Refer to How to Approve a Job Offer for specific instructions on how to add additional approvers and how to approve a job offer.</p> |

Editing a Job Offer

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Find Job Openings

Manage Applicant: [McCoy, Henry](#) [Help](#)

Disposition Details: Offer

Applicant Name: [McCoy, Henry](#) Date Entered: 10/03/2011
 ID: 59966 [Print Job Opening](#)

Posting Title: COORDINATOR, PROGRAM SUPPORT (INTERNATIONAL STUDIES) Job Opening ID: 6032
 Job Opening Status: 010 Open Job Type: Standard
 Job Title: COOR PRGM/PROJ SUPRT Job Code: 3048
 Position Number: 00054526 COOR PRGM/PROJ SUPRT
 Business Unit: STLOU University of MO-St. Louis

[Save](#) [Return to Previous Page](#)

Offer
 Offer Details | [Approvals](#)

Offer Details

Job Opening: 6032 COORDINATOR, PROGRAM SUPPORT (INTERNATIONAL STUDIES)
 Business Unit:
 Position Number: COOR PRGM/PROJ SUPRT
 Job Code:
 Offer Date:
 Commencement Date:
 Hiring Manager:

Scroll down the page.

| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13. | To make changes to a job offer or to change a candidate to accepted after the job offer has been approved and accepted by the candidate, return to the Disposition Details page and scroll down to the bottom of the page. Click the vertical scroll bar. |

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Find Job Openings

Base Salary: 2000.000000 USD Monthly

Comments

Start Date
MOCODE - PS Account - Fund Code - Amount (%)
FTE
Salary
Campus Address
New Employee's Campus Phone Number

Added By: 11/01/2011 11:00AM
Last Updated By: 11/01/2011 11:00AM

Offer Details | [Approvals](#)


Edit Offer

Disposition History

| Disposition | Status | Reason | Status Date | Offer ID |
|-----------------------|----------------------|--------|-------------|----------|
| Offer | 006 Pending Approval | | 11/01/2011 | 5311 |
| Route | 010 Routed | | 10/10/2011 | |

[Edit Disposition Details](#)

[Save](#) | [Return to Previous Page](#)

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------|
| 14. | Click the Edit Offer button.  |

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Find Job Openings

Job Offer Components

| Component | Offer Amount | Currency | Frequency |
|-------------|--------------|----------|-----------|
| Base Salary | 2000.000000 | USD | Monthly |

[+ Add Offer Component](#)

Comments

Start Date
MOCODE - PS Account - Fund Code - Amount (%)
FTE
Salary
Campus Address
New Employee's Campus Phone Number

Added By: 11/01/2011 11:00AM
Last Updated By: 11/01/2011 11:00AM

[+ Add Another Comment](#) [Previous Comment](#) [Next Comment](#)

[Save for Later](#) [Submit](#) [Add Revised Offer](#) [Delete Offer](#) [Cancel](#) [Return to Previous Page](#)

Offer Details | [Approvals](#)

Disposition History

| Disposition | Status | Reason | Status Date | Offer ID |
|-----------------------|----------------------|--------|-------------|----------|
| Offer | 006 Pending Approval | | 11/01/2011 | 5311 |
| Route | 010 Routed | | 10/10/2011 | |

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------|
| 15. | The fields on the Disposition Details page will now be editable. Make any necessary changes to the job offer and click Submit. |

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Find Job Openings

Base Salary: 2000.000000 USD Monthly

Comments

Start Date
MOCODE - PS Account - Fund Code - Amount (%)
FTE
Salary
Campus Address
New Employee's Campus Phone Number


Added By: 11/01/2011 11:00AM
Last Updated By: 11/01/2011 11:00AM

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

| History | | | | |
|-----------------------|----------------------|--------|-------------|----------|
| Offer ID | Status | Reason | Status Date | Offer ID |
| Offer | 006 Pending Approval | | 11/01/2011 | 5311 |
| Route | 010 Routed | | 10/10/2011 | |

[▶ Edit Disposition Details](#)
[Expand section](#)
[Save](#) [Return to Previous Page](#)

Click Expand section.

| Step | Action |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16. | To edit a candidate's status, click the Edit Disposition Details Expand section button.  |

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Find Job Openings

Campus Address
New Employee's Campus Phone Number

Added By: 11/01/2011 11:00AM
Last Updated By: 11/01/2011 11:00AM

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

| Disposition | Status | Reason | Status Date | Offer ID |
|-----------------------|----------------------|--------|-------------|----------|
| Offer | 006 Pending Approval | | 11/01/2011 | 5311 |
| Route | 010 Routed | | 10/10/2011 | |

[Edit Disposition Details](#)

Job Opening ID: 6032 COORDINATOR, PROGRAM SUPPORT (INTERNATIONAL STUDIES)

*Status Code: 050 Route

Status Reason:

Status Date: 10/10/2011

Contract Number:

[Save](#) | [Return to Previous Page](#)

Click Status Code.

| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------|
| 17. | Click the Status Code list. <div style="border: 1px solid black; padding: 2px; width: fit-content;">050 Route</div> |

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Find Job Openings

Campus Address
New Employee's Cam

Added By:
Last Updated By:

Offer Details | Approval | **050 Route**

Edit Offer

005 Draft
010 Review
015 Linked
019 Link
020 A
030
040
050 Route
051 Invite to
060 Interview
069 Preliminary Offer
070 Offer
071 Offer Accepted
076 Preliminary Offer Notified
076 Preliminary Offer Notified
076 Preliminary Offer Notified

Disposition History

| Disposition | Status | Status Date | Offer ID |
|-------------|--------|-------------|----------|
| Offer | 006 P | 10/01/2011 | 5311 |
| Route | 010 R | 10/10/2011 | |

Edit Disposition Details

Job Opening ID:

*Status Code: 050 Route

Status Reason:

Status Date: 10/10/2011

Contract Number:

Save | Return to Previous Page

Click 071 Offer Accepted.

| Step | Action |
|------|----------------------------------------------------------------------|
| 18. | Click the 071 Offer Accepted list item. 071 Offer Accepted |

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Recruiting > Find Job Openings

Campus Address
New Employee's Campus Phone Number

Added By: 11/01/2011 11:00AM
Last Updated By: 11/01/2011 11:00AM

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

| Disposition | Status | Reason | Status Date | Offer ID |
|-----------------------|----------------------|--------|-------------|----------|
| Offer | 006 Pending Approval | | 11/01/2011 | 5311 |
| Route | 010 Routed | | 10/10/2011 | |

[Edit Disposition Details](#)

Job Opening ID: [COORDINATOR, PROGRAM SUPPORT \(INTERNATIONAL STUDIES\)](#)

*Status Code:

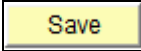
Status Reason:

Status Date:

Contract Number:

[Save](#) [Return to Previous Page](#)

Click Save.

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------|
| 19. | Click the Save button.  |