

1. Select **My Team** to display your manager functions
2. Click **Hiring**

Good afternoon, Arya Stark!

Me **My Team** My Client Groups Benefits Administration Risk Management Sales Service

QUICK ACTIONS APPS

Change Manager

Seniority Dates

Transfer

Employment Contracts

Employee Summary

My Team

Onboarding

Hiring

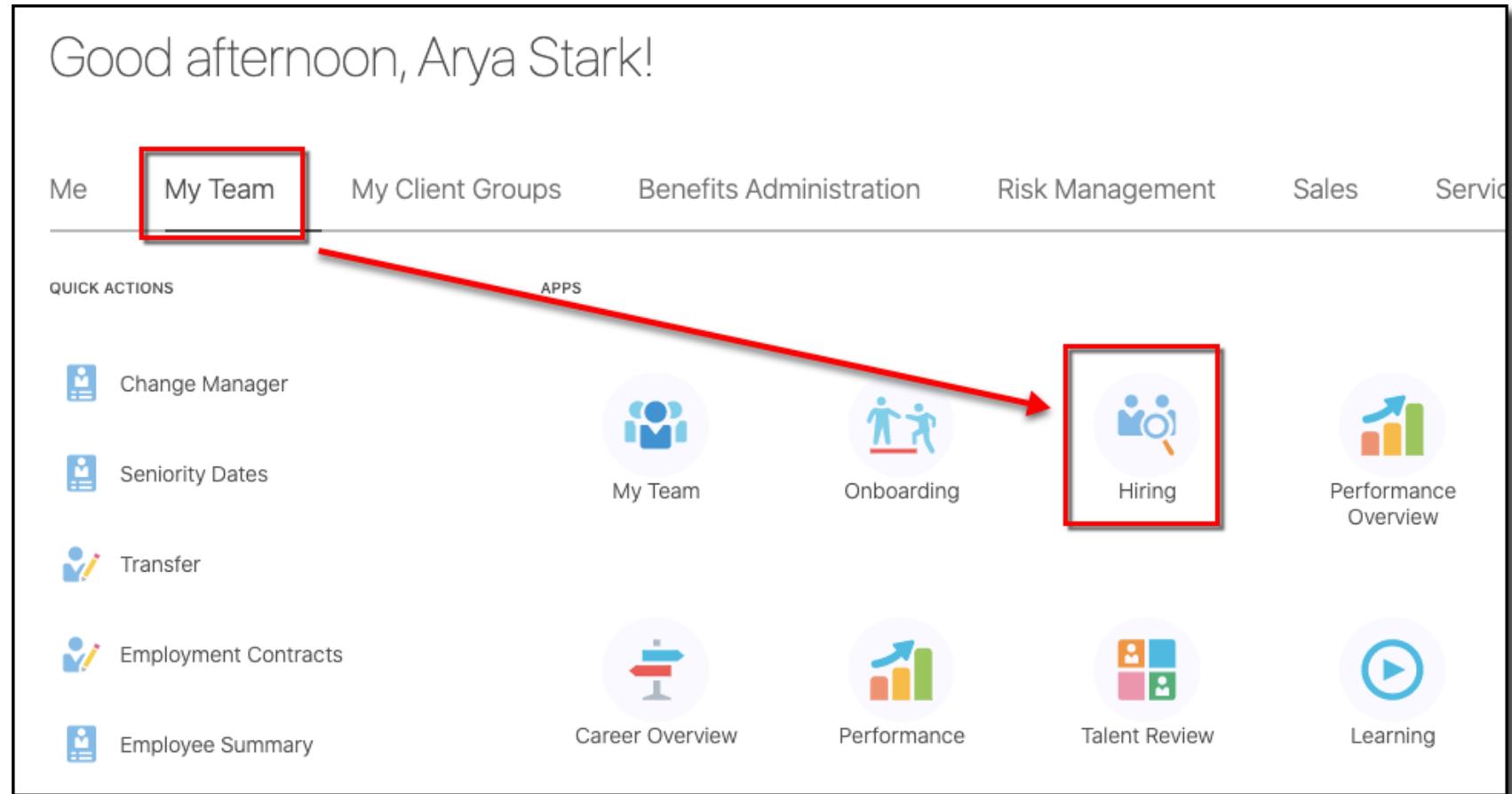
Career Overview

Performance

Talent Review

Learning

Performance Overview

The screenshot shows a user interface for a manager. At the top, there is a greeting "Good afternoon, Arya Stark!". Below this is a navigation bar with several tabs: "Me", "My Team", "My Client Groups", "Benefits Administration", "Risk Management", "Sales", and "Service". The "My Team" tab is highlighted with a red box. Below the navigation bar, there are two main sections: "QUICK ACTIONS" and "APPS". The "QUICK ACTIONS" section contains five items: "Change Manager", "Seniority Dates", "Transfer", "Employment Contracts", and "Employee Summary". The "APPS" section contains a grid of icons for "My Team", "Onboarding", "Hiring", "Career Overview", "Performance", "Talent Review", and "Learning". A red arrow points from the "My Team" tab in the navigation bar to the "Hiring" icon in the "APPS" section. The "Hiring" icon is also highlighted with a red box.

3. From the **Job Requisitions** tab, click into the **Applications** for the desired job in which the offer will be created

The screenshot shows the 'Job Requisitions' page with a sidebar on the left containing the following items: Job Requisitions (highlighted with a red box), Candidate Search, Campaigns, Candidate Pools, and Job Offers. The main content area is titled 'Requisitions' and features a search bar with the text 'Keywords' and a magnifying glass icon. To the right of the search bar are 'Show Filters' and 'Hiring Team Role' (with a dropdown menu showing 'Recruiter, Hiring Manager, C'). Below the search bar is a table of job listings:

Job Title	Applications	Prospects
Registered Dietitian Sr_Test (24) Draft - In Progress Standard MI, United States	0	0
Accounting & Comp Mgr (13) Posting - In Progress Standard MI, United States	0	0
Supervisor 2A_Test (6) Open - Posted Standard Lansing, MI, United States	21	14

A red arrow points from the 'Job Requisitions' tab in the sidebar to the 'Applications: 21' value for the 'Supervisor 2A_Test (6)' job listing. The 'Applications: 21' value is also highlighted with a red box.

4. Click the **ellipsis (. . .)** for the applicant in which the offer will be created
5. Select **Create Job Offer**

The screenshot shows a list of two applicants. The first applicant, Gregory White (ID 5605), is in the 'Screening, Reviewed' phase. A red arrow points from the ellipsis menu icon next to his name to a dropdown menu that is open. The dropdown menu contains four options: 'Send Message', 'Send Message to Team', 'Collect Feedback', and 'Create Job Offer'. The 'Create Job Offer' option is highlighted with a mouse cursor. The second applicant, Lynn Phillips (ID 5349), is in the 'Offer, Draft' phase.

6. Enter the offer details for section 1
7. Click **Continue**

Note: This example shows the offer process for an internal applicant

Note: You might see some minor differences in the offer generation process between an internal applicant and an external applicant

The screenshot shows the 'When and Why' section of the offer creation process. It includes the following fields:

- *When is the employee start date?***: A date picker set to 11/12/2020.
- *Action***: A dropdown menu set to 'Promotion'.
- Legal Employer**: A dropdown menu set to 'Community Mental Health Authority of Clinton, Eaton, Ingha'.
- *Worker Type***: A dropdown menu set to 'Employee'.

A red box highlights the 'Continue' button at the bottom of the form.

8. Enter/edit the Assignment Info

Note: Most of this information will populate from the job

9. Click Continue

2 Assignment Info

<p>Person Type <input type="text" value="Recruiting Candidate"/></p> <p>*Business Unit <input type="text" value="CMHA-CEI BU"/></p> <p>Projected End Date <input type="text" value="m/d/yyyy"/></p> <p>Position <input type="text" value="Supervisor 2A_Test"/></p> <p>Job SUPERVISOR 2A</p> <p>Business Title <input type="text" value="SUPERVISOR 2A"/></p> <p>Grade Ladder <input type="text" value="430 - 512 Supervisors Unit - Level A Progression"/></p> <p>Grade 430 - 512 Supervisors Unit - Level A</p> <p>Department CSDD Supportive Services</p>	<p>Reporting Establishment <input type="text" value="Select a value"/></p> <p>Location Jolly</p> <p>Assignment Category <input type="text" value="Exempt Regular"/></p> <p>Regular or Temporary Regular</p> <p>Full Time or Part Time Full time</p> <p>Working Hours 40 Weekly</p> <p>Standard Working Hours 40 W</p> <p>FTE 1</p> <p>Union OPEIU Local 512</p> <p>Bargaining Unit Supervisors Unit - 512</p> <p>Collective Agreement Supervisors Unit - 512</p>
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Continue

10. Enter the **Offer Team** details

11. Click **Continue**

3 Offer Team

Hiring Manager

Recruiter

Add Collaborator Type

Collaborator

Add Another Collaborator

Continue

12. Enter the **Salary** details

13. Click **Continue**

4 Salary

***Salary Basis**

***Salary Amount**
 USD Hourly

Grade Name
 430 - 512 Supervisors Unit - Level A

Compa-Ratio
 91.62

Annual Salary
 68,471.52 USD (FTE 1.0000000000)

New Salary
32.92 USD Hourly

Continue

14. If applicable, drag or upload any relevant attachments

15. Click **Continue**

16. Enter the **Offer Letter** details

5 Attachments

 Drag files here or click to add attachment ▾

Continue

6 Offer Letter

Offer Letter
Job Offer Letter Template ▾

Candidate Job Application Language
American English

Expiration Date
11/19/2020 

Additional Text 1

← →  **B** *I* U    

Additional Text 2

← →  **B** *I* U    

17. When finished, click **Submit**

Note: Upon submittal, the applicant's status will update to **Offer, Draft** and the offer letter will be routed to an HR Specialist for review and presenting to the applicant

End of Procedure

), 6

1 When and Why Edit

2 Assignment Info Edit

3 Offer Team Edit

4 Salary Edit

5 Attachments Edit

6 Offer Letter

Offer Letter

White, Gregory (5605) → Offer, Draft ...

Lansing, MI, US

Connect UAT Document Upload Test.docx

Prescreening score: 0 out of 1

Status
Phase 4 out of 5