Overview/Description
This document provides step-by-step instructions on how to Prepare Job Offer for Applicant accepting Job Offer.

Prerequisite(s)
N/A

Instructions

Navigate to Manager Self Service (MSS) to access the “Recruiting Alerts” tile or Browse Job Openings (or Search Job Openings) to Manage Job Opening and then Prepare Job Offer.

Navigation
Navigator > Recruiting > Browse Job Openings (or Search Job Openings)

1. The Manage Job Opening page can be reached by clicking on the Open Jobs tile or using the above navigation.
2. Prepare Job Offer

a. To Prepare Job Offer, on the appropriate applicant’s row, in the “Other Actions” column, click on “Recruiting Actions”, then “Prepare Job Offer”.

b. Fill out the required fields on the “Prepare Offer” page.

c. Click “Submit for Approval”
d. Once complete, you will receive notification that your Job Offer was accepted for approval. Click OK.

![Message](image)

- **OK**

**e. Notice that the Applicant has been moved to the “Offer” tab**

![Manage Job Opening](image)

**f. From the “Prepare Job Offer” page, you can also “Edit Offer” or “Reject Offer”. Click on “Edit Offer”**

![Edit Offer](image)
g. This opens the original Job Offer. You can make any applicable changes, then "Submit" again. Choose the appropriate reason for the Offer Rejection from the drop-down menu, then click "Reject". You will get a pop-up confirming you successfully rejected the offer. Click OK. The Applicant will now show up on the "Reject" tab.
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i. After Rejecting Offer, you will now have the opportunity to add a Revised Offer on the “Manage Job Offer” page. Click “Add Revised Offer”, then follow steps “a-e” again. This creates an all new Job Offer. The Applicant will now show up on the “Offer” tab.
j. After the Job Offer is finalized – You may check the “Notify Applicant” box, choose to select an “Offer Letter” or Not, and post the Job Offer. If you choose to continue without selecting an “Offer Letter”, the following Message will appear.

![Message]

```
Warning! You are about to post this job offer for which no offer letter has been generated. (18177,2001)
Select OK to continue or Cancel to go back to generate an offer letter.

OK  Cancel
```
1. You will be asked to confirm and submit the **Job Offer** for the Applicant to review online.
m. The Applicant will receive a notification and will log on and check their notification folder. The Applicant will review the offer details and accept or reject the Job Offer. The system also allows for Applicants to upload signed documents, etc.

Dear Candace Hill,

Congratulations! We are delighted to extend to you an offer of employment for the position.

Position: Graduate Assistant in Human Resources

The details of your job offer can be viewed by selecting the link. This job offer will expire on 12/18/2019.

DIRECTIONS:
1. Select the below link to access our careers site.
2. Sign in to access your account using your User Name and Password.
3. View your notifications.
4. In the notifications list select the 'Job Offer' link.
5. Review the offer details and follow the instructions to accept or reject the job offer.

Link to job offer: https://uapps.uga.edu/careers/jobs?jobid=68044

Please visit the University System of Georgia Careers site to access your application information. If you are NOT a current employee of a OneUSG school, this is the Careers/Recruiting Site for the University System of Georgia Institution the job is posted. If you ARE a current employee of the institution where the job is posted, use your OneUSG Employee Self Service login.

Thank you.

This email was automatically generated. Please do not reply. If you need assistance or have further questions about your job offer, please contact the Human Resources department.