HUMAN RESOURCES
CONSULTING SERVICES

**OSU Jobs System User Recruitment Guide:**
Your guide to navigate through the applicant tracking system, Cornerstone.

## Table of Contents

## Review the Job Description

Recruitment begins with a review of the job description. The job description is an accurate description of the position and serves as documentation of the duties, responsibilities and qualifications. To access job descriptions, log into *PeopleAdmin*. Supervisors must review and update a job description at least once every three years for full-time staff positions. OSU Human Resources will conduct a final review of all job descriptions.

Your college or division administrative officer will assist you with departmental-specific recruitment protocols. Questions about job descriptions? Contact your *HR Consultant*. For technical questions related to PeopleAdmin, please contact the talent acquisition team at (405) 744-5449 or by email, jobs@okstate.edu.

## USER- Logging into OSU Jobs

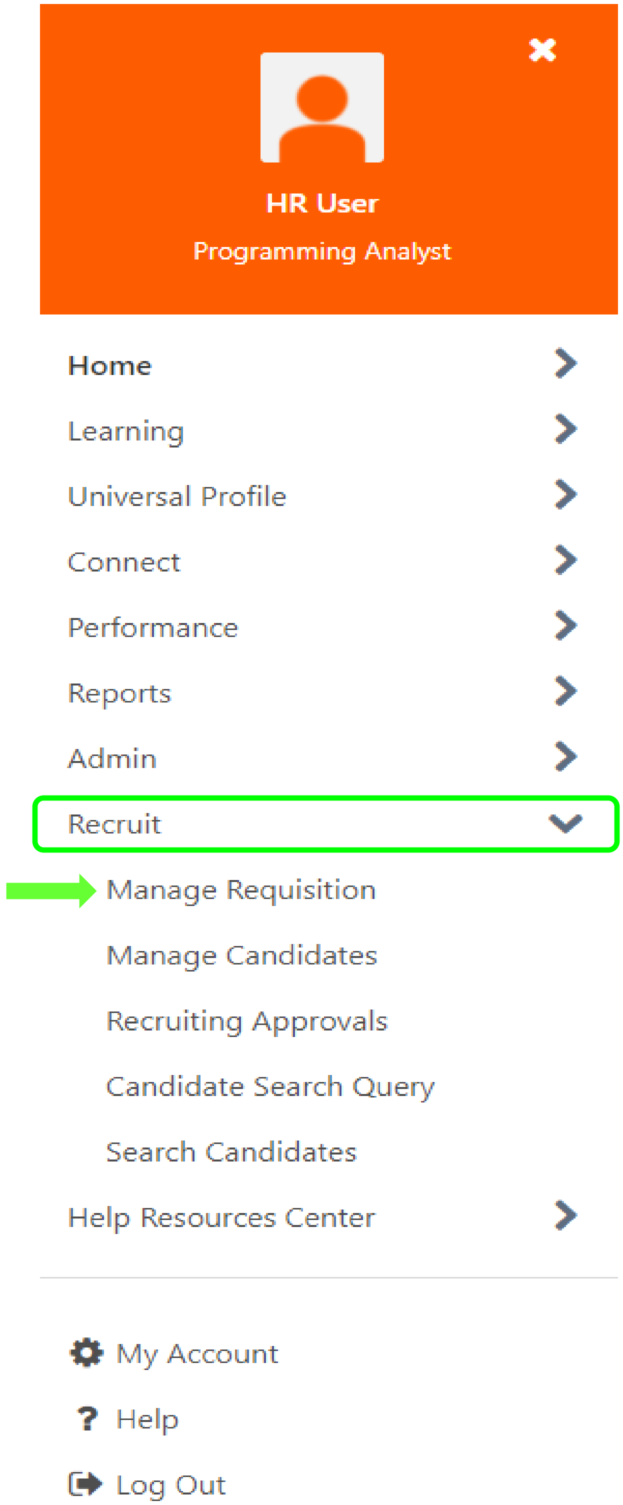
Go to *https://talent.okstate.edu/* and log in with your ***O-KEY*** login.

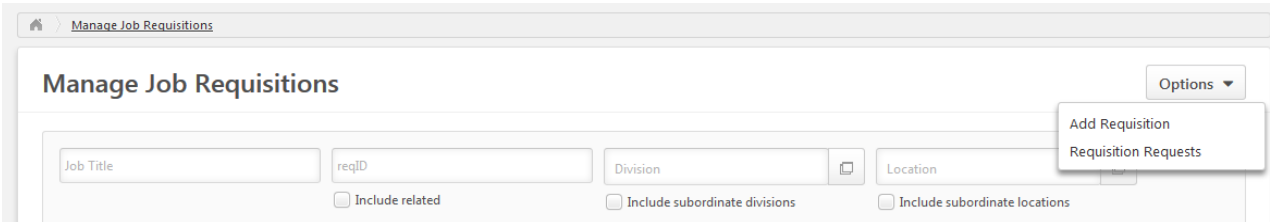
You will reach your campus landing page (Stillwater, Tulsa, OKC, etc.). This page includes access to all the talent management clouds (Learning, Recruitment and Performance) and may include announcements.

## Creating a Requisition for Posting

1. Go to the ***NAVIGATION MENU***

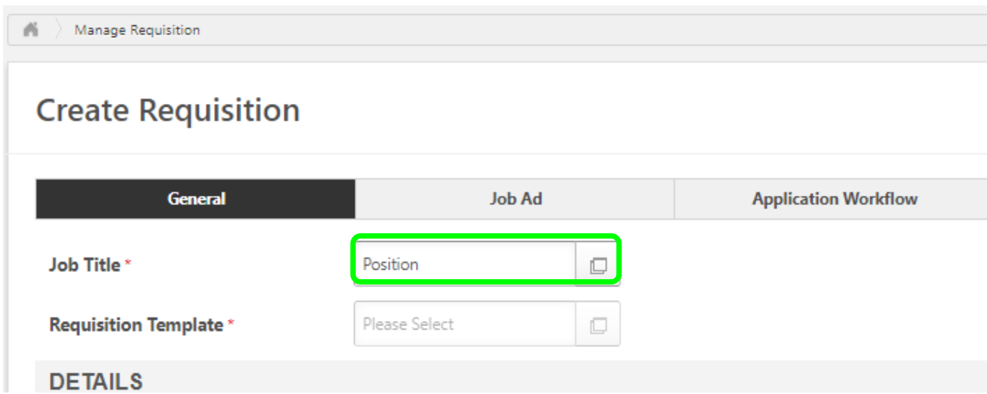

2. Click on ***RECRUIT,*** then ***MANAGE REQUISTION*** to begin the process of creating a requisition to submit for approval.


HR User
Programming Analyst
Home
Learning
Universal Profile
Connect
Performance
Reports
Admin
Recruit
Manage Requisition
Manage Candidates
Recruiting Approvals
Candidate Search Query
Search Candidates
Help Resources Center
My Account
Help
Log Out

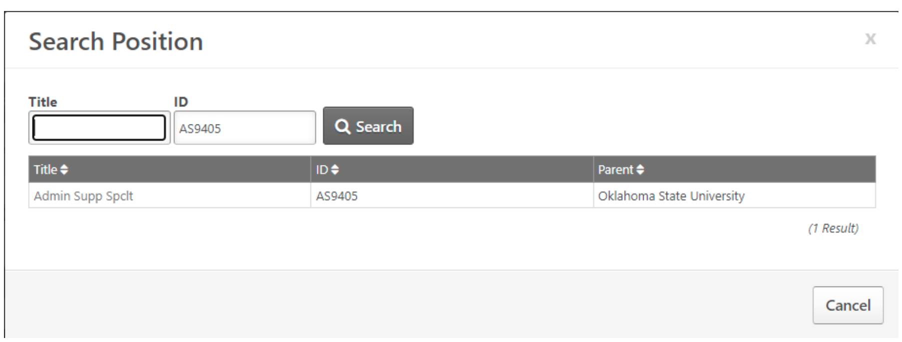



2.5 Click dropdown box and select “**Add Requisition**”.

3. Click inside the ***POSITION*** field next to *JOB TITLE* to open a *SEARCH POSITION* pop-up.

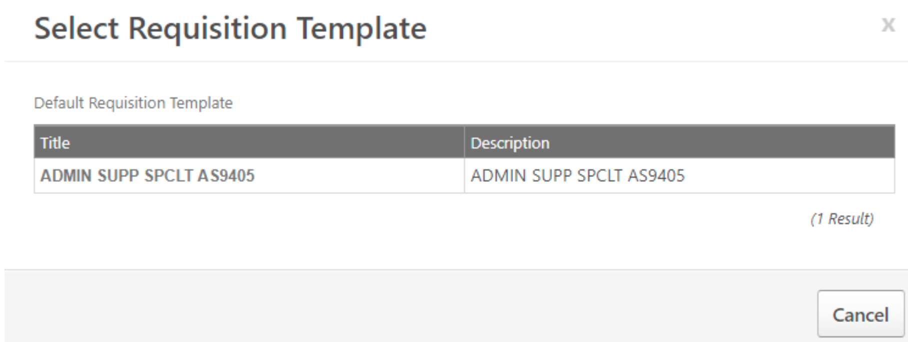



4. Select a position from the list. You may search by position title, position ID (position number) or both, position ID is most effective. Once a position is selected, the pop-up closes, and the job title field is populated.

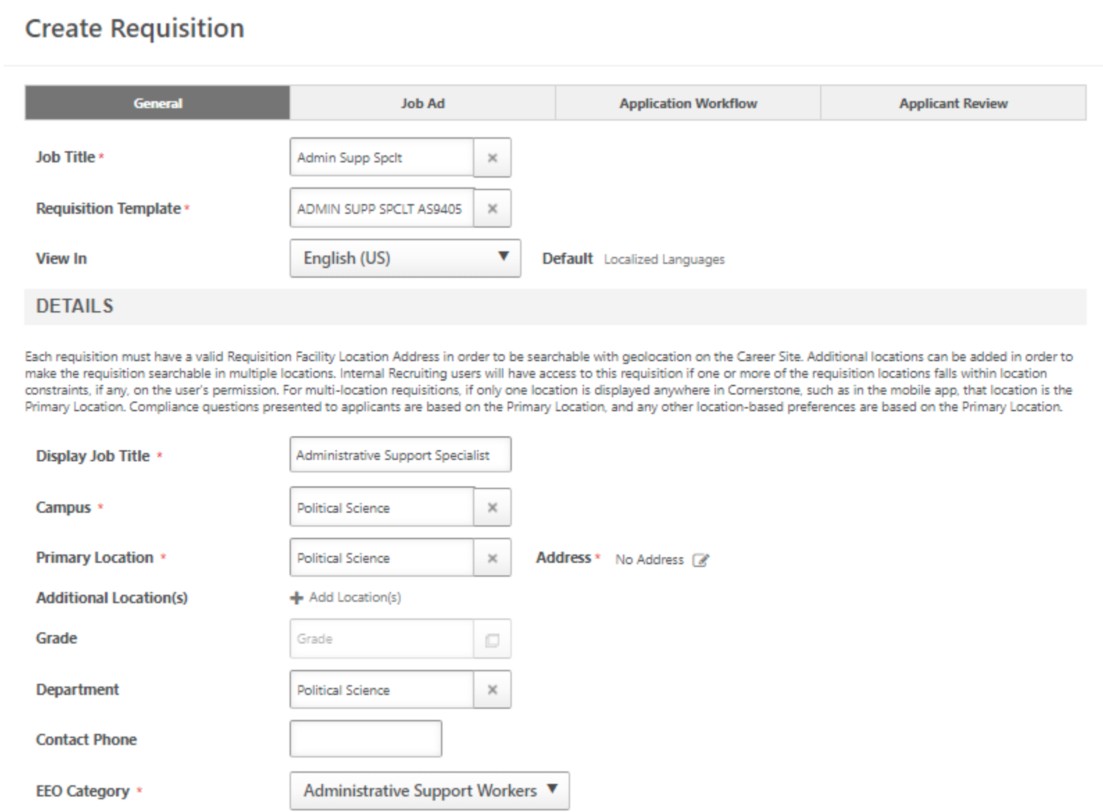



5. Click the ***PLEASE SELECT*** icon in the *REQUISITION TEMPLATE* field. This will open the *SELECT REQUISITION TEMPLATE* pop-up.

6. Select a template from the list. There should only be 1 (one) active requisition template for each position. *Please contact your HR Consultant if there is not an active requisition template available for the position.*

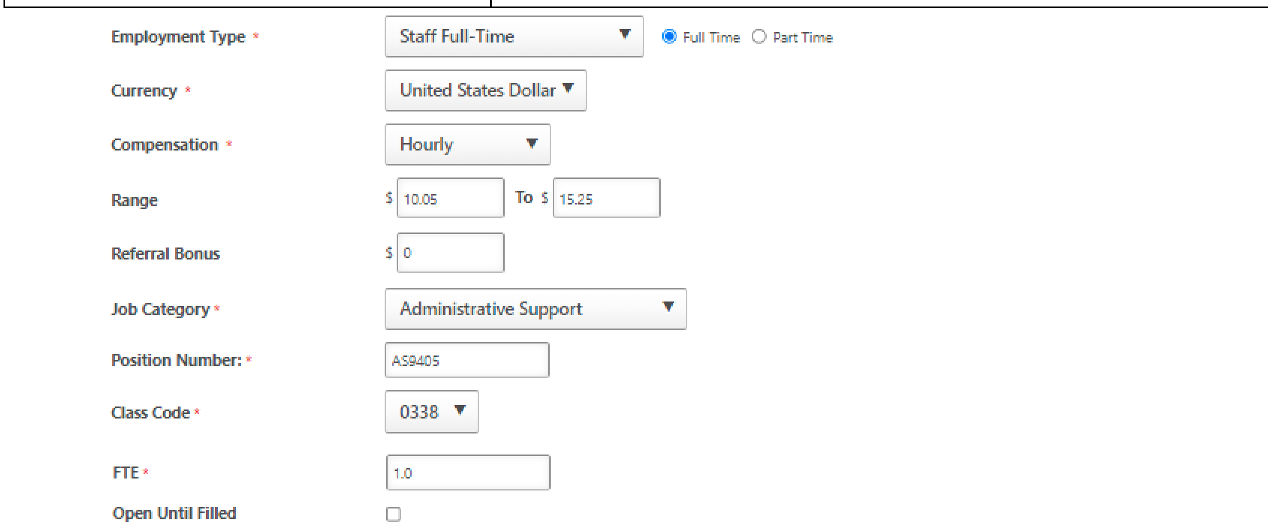



Once a template is selected, all the fields that have been configured for the template are populated within the requisition. Review the information and enter the necessary details for the position listing.



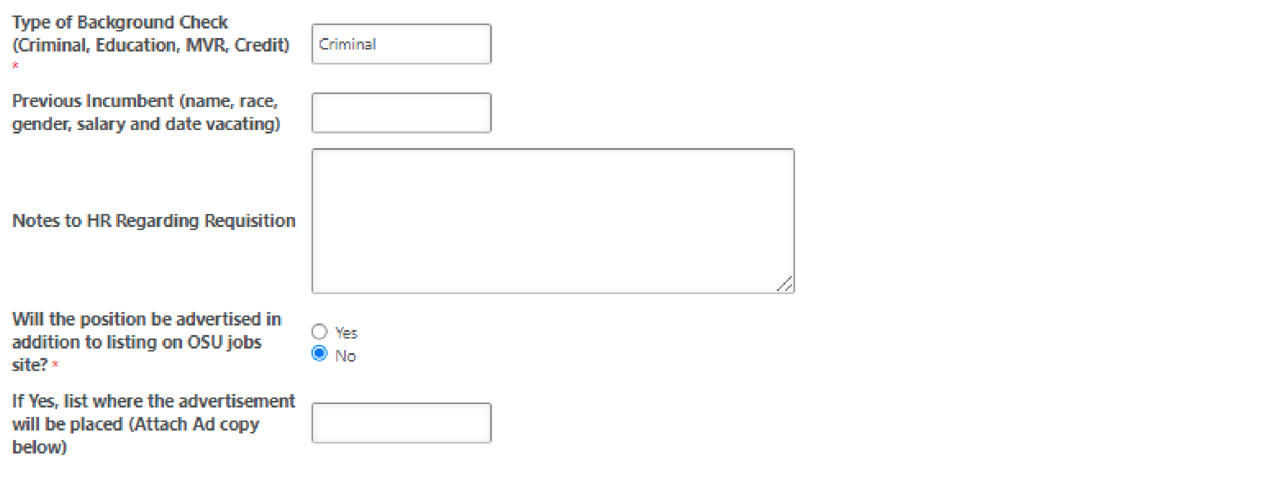

| EDIT REQUISITION SECTIONS | |
|---|---|
| **Details** | |
| Display Job Title | **Spell out titles and refrain from using all CAPS.** |
| Campus | The org code for the departmental college dean's office or the division vice president's office to identify the college or division. |
| Primary Location and Department | The org code for the department posting the position. This field will display as the department on the job ad. |

| | |
|---|---|
| Address | The physical address for the position. The default address is the United States. This field will display as the Location Address on the job ad. You may update the field after you have completed all the required fields on the requisition for this section. |
| Grade | Field is not in use. |
| Contact Phone | **Enter the phone number for the primary contact.** |
| EEO Category | Entered by HR. |

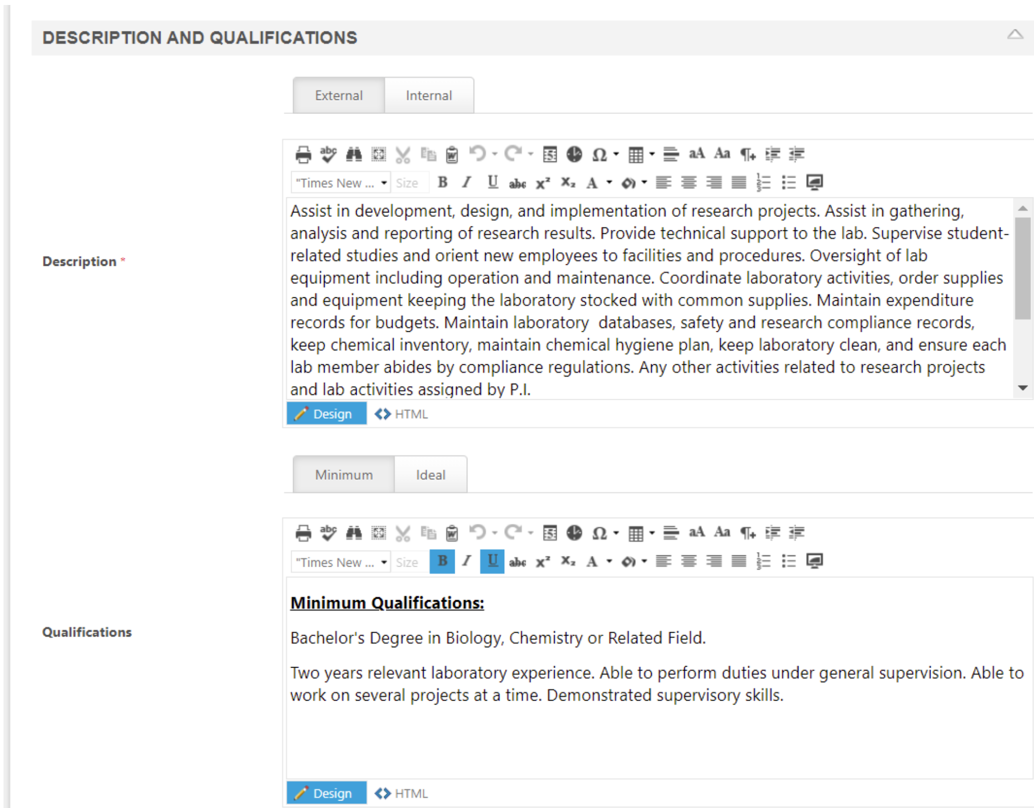



| **EDIT REQUISITION SECTIONS** | |
|---|---|
| **Details** | |
| Employment Type | **Select the appropriate employment type for the position (i.e., staff full-time, staff part-time, faculty).** |
| Currency | Default selection is United States Dollar. |
| Compensation | Entered by HR. |
| Range | Displays the approved hiring range from the job description on the job ad. |
| Referral Bonus | Field is not in use. |
| Job Category | Entered by HR. |
| Position Number | **Enter the position number from the job description.** Multiple positions numbers may be entered. |
| Class Code | Enter the class code from the job description. |
| FTE | **Enter the full-time equivalency for the position as a decimal point (i.e., 1.0, 0.5).** |
| Open Until Filled | Field is not in use. |

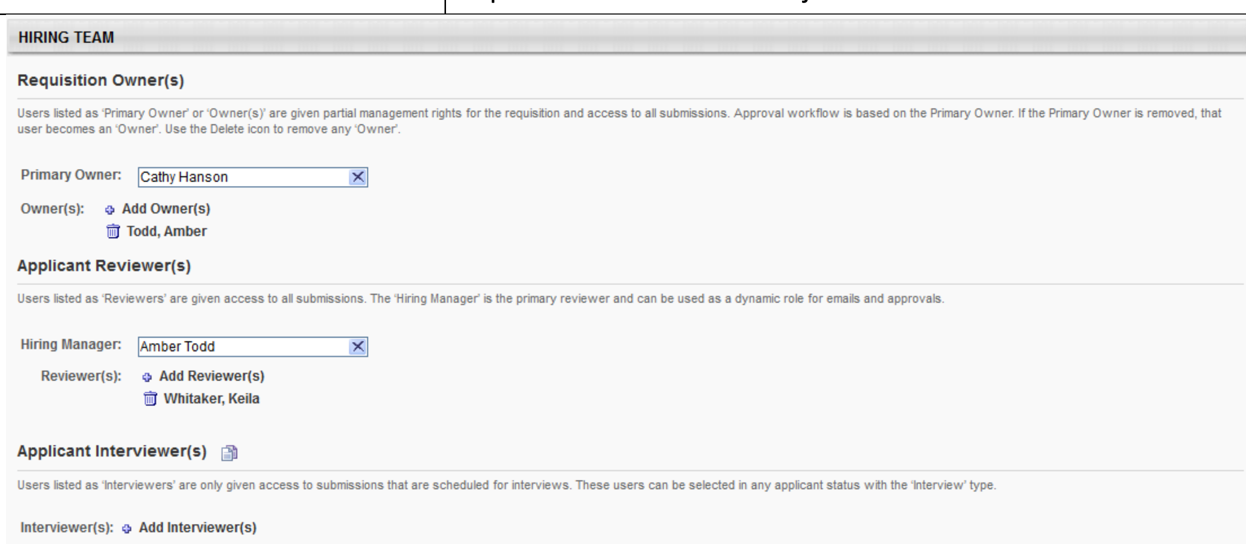

| EDIT REQUISITION SECTIONS | |
|---|---|
| **Details** | |
| Posting Campus | Select the campus posting the position. This is a searchable field on the career site. |
| Scope of Recruitment | The number of working days a position must be opened for recruitment. The *Uniform Position Classification and Pay Plan for Administrative/Professional and Classified Staff Policy* requires a minimum of 5 to 10 days for nonexempt staff and up to 20 days for exempt staff (including weekends). |
| Special Instructions to Applicants | **State the documents applicants must provide as part of the application process, etc.** For example, "A cover letter, resume and list of three professional references is required for full consideration." This field will be displayed on the job ad so consider including "upload resume or CV". |
| Work Schedule | **Enter the work schedule for the position (i.e., Monday-Friday 8am-5pm).** This field will be displayed on the job ad. |
| Appointment Dates (Faculty Appt. Period) | **Enter the faculty appointment period (i.e., 11-month).** This field will be displayed on the job ad. |



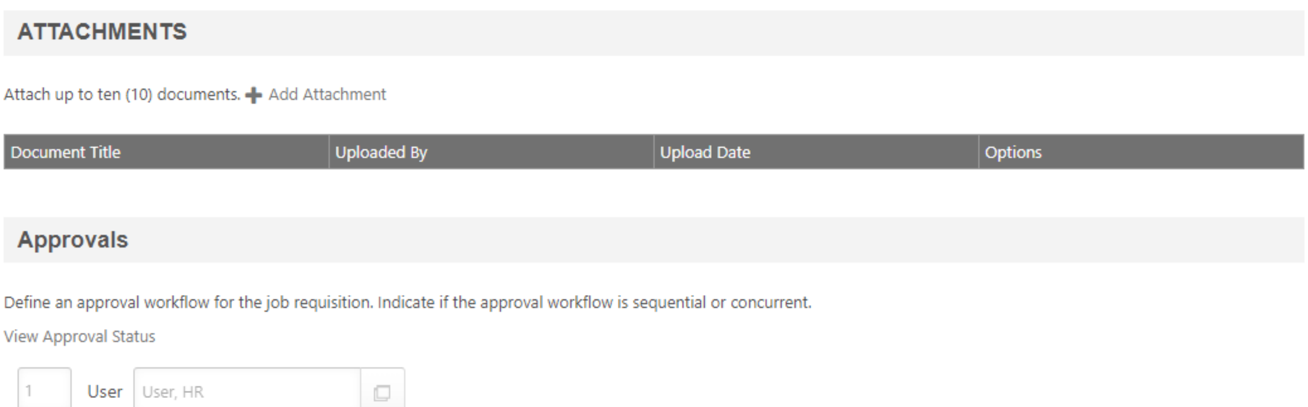

| EDIT REQUISITION SECTIONS | |
|---|---|
| **Details** | |
| Type of Background Check (Criminal, Education, MVR, Credit) | The background checks listed on the job description will be listed here. |
| Previous Incumbent (name, race, gender, salary and date vacating) | **Enter the information on the incumbent who last vacated the position if applicable.** |
| Notes to HR Regarding Requisition | **Insert any important notes to HR, such as key words, exception to waive open recruitment approved by UHR on "x" date, user approvals, etc.** |
| Will the position be advertised in addition to listing on OSU jobs site? | **If the position is advertised on a job board other than OSU jobs, select *YES*.** |
| If Yes, list where the advertisement will be placed (Attach Ad copy below) | **Provide the name of the websites, publications, etc. where the department is advertising the job and attach a copy of the job ad in Microsoft Word format. *Please include EO statement in ad.** |



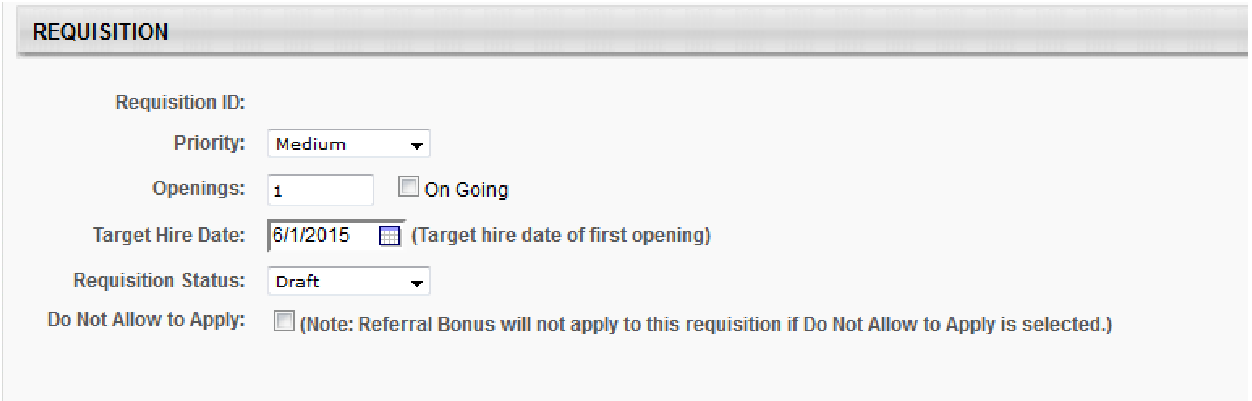

| EDIT REQUISITION SECTIONS | |
|---|---|
| **Description and Qualifications (not available for edits)** | |
| Description | Job summary from the approved job description. This field will be displayed in the Job Summary section on the job ad. |
| Qualifications | Required and preferred qualifications from the approved job description. This field will be displayed in the Education & Experience section on the job ad. |

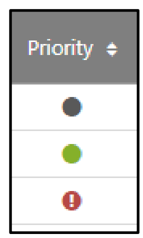


| EDIT REQUISTION SECTIONS | |
|---|---|
| **Hiring Team** | |
| Requisition Owners | **The user initiating the requisition is listed as the primary owner.** Other users that may need management rights to the requisition and applicant submissions, such as the hiring manager, can be added as an owner. |
| Applicant Reviewers | Reviewers can access a requisition once there is at least one applicant in the pool. The reviewer role is limited to viewing applications only. **The user in the hiring manager field is used in communications for email notifications to applicants, human resources, etc.** The hiring manager will need to be included in the list of owners to allow the user to manage the recruitment process. |
| Applicant Interviewer | Users that need access to applications that are in the *INTERVIEW* status can be added as interviewers. |




| EDIT REQUISTION SECTIONS | |
|---|---|
| Attachments | **Upload approval documents such as the advertisement and any other documents that may be necessary.** |
| Approvals | For OSU-Stillwater requisitions, Human Resources (User, HR) will be designated as the approver. Please call (405) 744-5449 or email jobs@okstate.edu if Human Resources is missing from the approval workflow. |




| EDIT REQUISTION SECTIONS | |
|---|---|
| **Requisition** | |
| Requisition ID | The system will generate the ID for each requisition that is created and saved. |
| Priority | **Select the priority level from the drop-down menu (Low, Medium, High).** The priority status is displayed on the *MANAGE REQUISITIONS* page.<br><br> |
| Openings | Enter the number of open positions available for this listing. This is the number of people the department intends to hire. For each number of openings listed, a new position number will be required.<br>Check the box for *ON GOING* to allow the requisition to remain open as applicants are moved into the *HIRED* status. |
| Target Hire Date | The date by which the department intends to fill the position. |
| Requisition Status | When creating a new job requisition form, the initial requisition status is *DRAFT*. Upon clicking *submit*, the requisition status will update to *PENDING APPROVAL* until OSU HR approves the listing for posting.<br>Refer to the *[Requisition Standards]* within this guide for more information on the requisition status. |
| Do Not Allow to Apply | This option removes the *APPLY NOW* button from the job ad and prevents applicants from applying for the listing. This option is reserved for faculty listings when applicants are directed to |

| | |
|---|---|
| | apply through an alternative system outside of the OSU Jobs System (i.e., Interfolio). |

7. After completing all sections, click ***NEXT*** to validate that all required information is entered on this page and proceed to the *JOB AD*. Or, click ***SAVE*** to save any changes made. Remember to edit the address field from above if you wish to do so. A requisition ID will be generated once you click *SAVE*. If you click *CANCEL*, you will return to the *MANAGE REQUITISIONS* page without saving the requisition.

## Job Ad

The job ad includes the following sections from the approved job description within PeopleAdmin:

- Job summary
- Qualifications
- Working conditions (physical requirements, dangers and/or hazards of position)

The job ad is not available for hiring managers or owners to edit. Email *jobs@okstate.edu* or call (405) 744-5449 for questions or edits to the job ad.

1. Click ***NEXT*** to continue to the *APPLICATION WORKFLOW* section or click ***SAVE*** to come back to the requisition later.

## Application Workflow

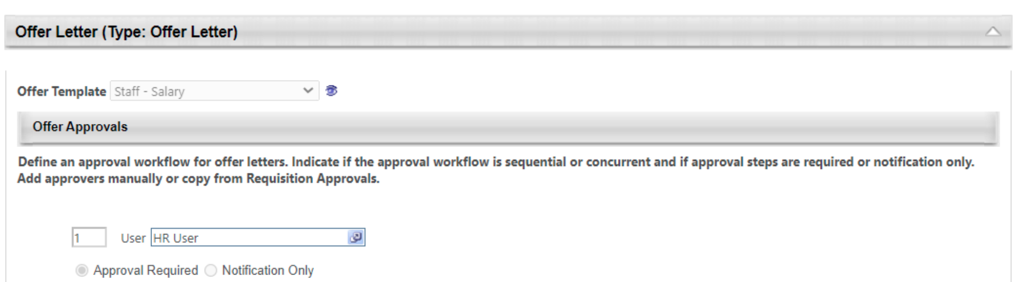
This section of the requisition is administered by Human Resources and is not available for hiring managers or owners to edit. If you want to include pre-screening questions to the application process, please email jobs@okstate.edu for assistance.

1. Click on ***NEXT*** to continue to the *APPLICANT REVIEW* section or click ***SAVE*** to come back to the requisition later.

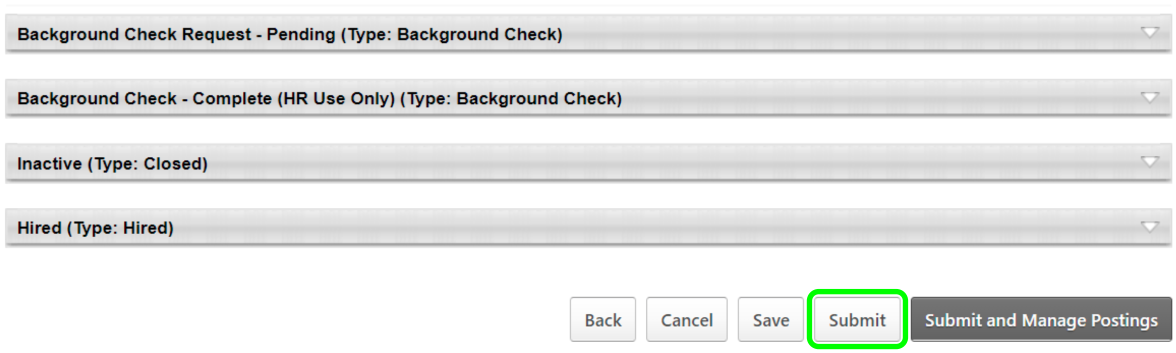
## Applicant Review

Scroll down the page to the ***OFFER LETTER*** section – the appropriate offer letter template should be selected depending upon the employment type of the position. The offer letter template will be used at the time an offer is extended to a candidate.

To accommodate internal departmental-specific recruiting protocols, users can be added into the offer letter approval workflow. The offer letter for full-time staff positions must be reviewed by OSU HR before being extended to the candidate. Therefore, OSU HR must be set up as the final approver in the *OFFER APPROVAL* workflow.



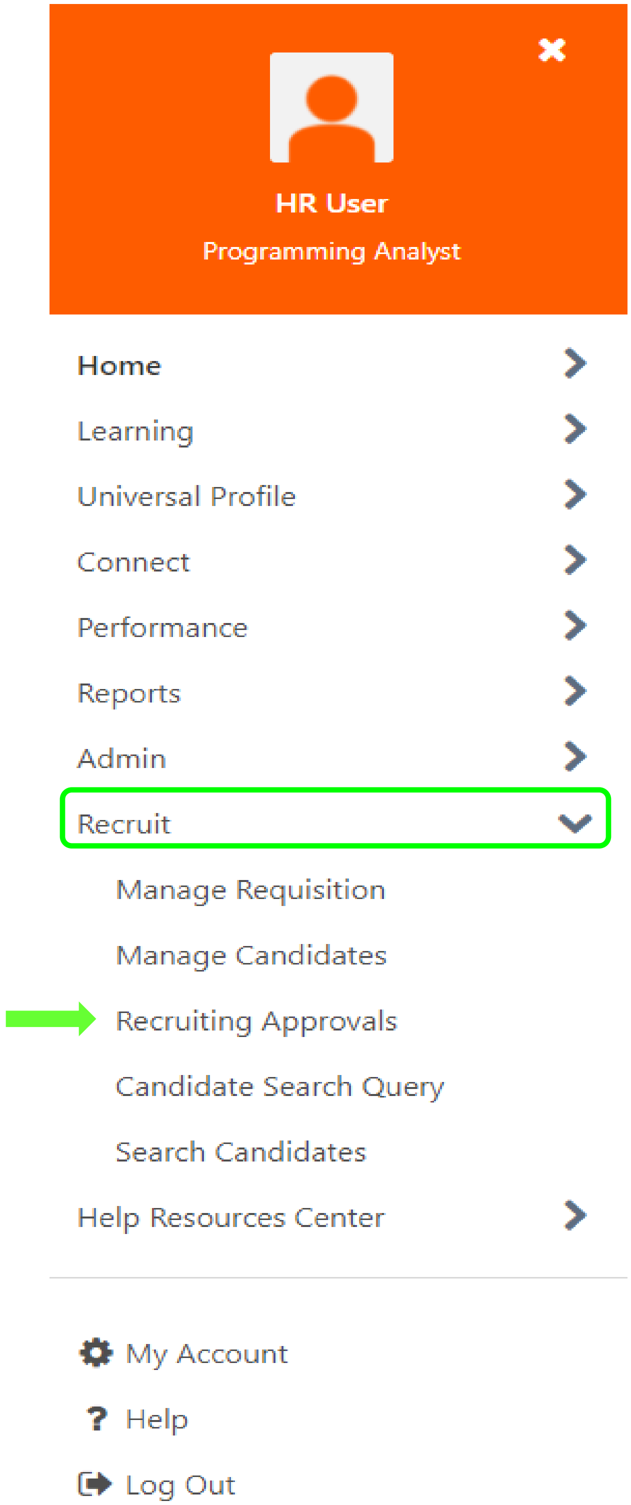
1. Click ***SUBMIT*** to send the requisition to Human Resources for initial listing review. OSU HR will then route the requisition to the college or division approval queue for further review (refer to the following section for more information on the requisition approval workflow). Please note, the system allows you to advance to the *POSTINGS* page by clicking *SUBMIT AND MANAGE POSTINGS*, but access to post on the career site is restricted to OSU Human Resources.



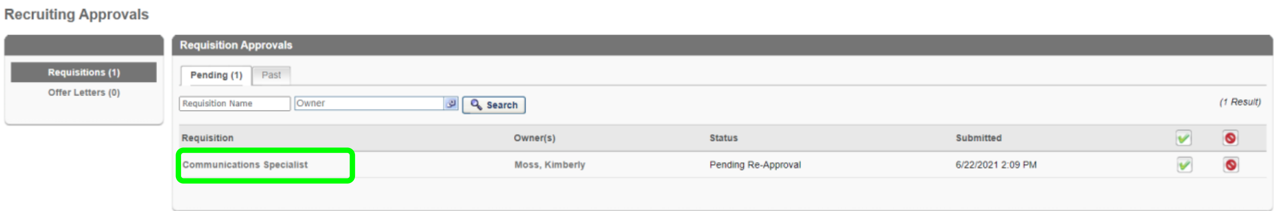

## Requisition Approval

Approvers will receive an automated email from [*osu-hr@okstate.edu*](mailto:osu-hr@okstate.edu) when a requisition is ready to review for approval.

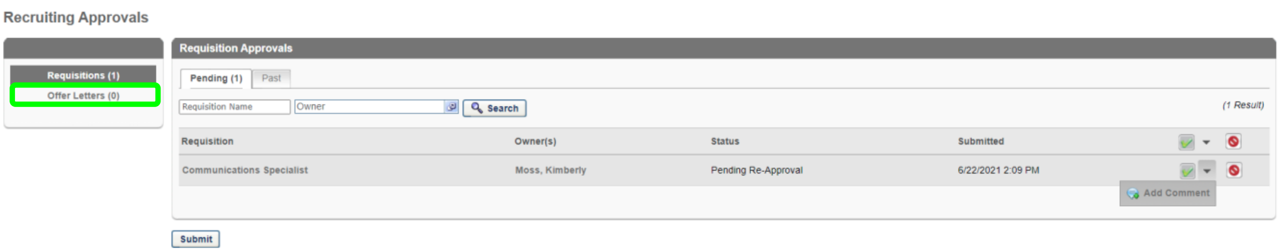
1. Once you log into Cornerstone, click on ***RECRUITING APPROVALS*** from the ***NAVIGATION MENU,*** then ***RECRUIT*** tab on the main menu to review pending requests.



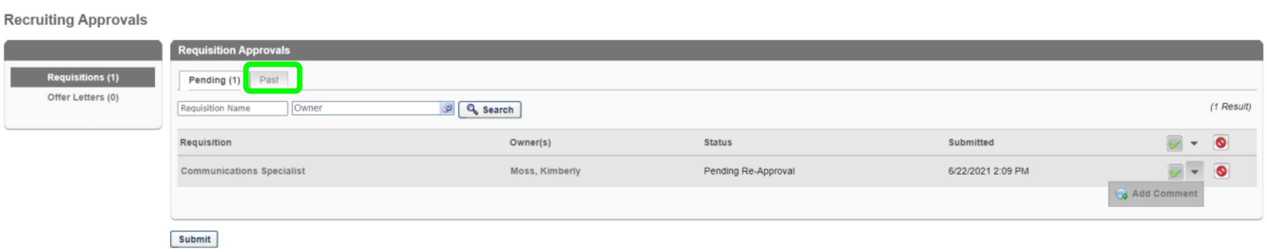

2. Click on the ***TITLE*** of the position to review how the requisition is set up.




3. To approve the requisition, click the **GREEN** check mark. To deny the requisition, click on the **RED** icon. Click on the ***DOWNWARD ARROW*** next to the response icon to add comments. To confirm, click ***SUBMIT*** at the bottom left corner of the screen.
4. If an offer letter requires a college or division level user approval prior to OSU HR approval, a section to select ***OFFER LETTERS*** is available from the menu to the left. The same functions are available as with the requisition process.




5. Click on the ***PAST*** tab to review your older approvals.




The following is a list of the final college or division approval queue. Departmental approvers can be added to a requisition as needed.

| | |
|---|---|
| Academic Affairs | Denise Weaver |
| Arts & Sciences | Renee Tefertiller → Denise Weaver |
| Engineering, Architecture & Technology | Tim Sullivan → Denise Weaver |
| Education & Human Sciences | Cindy Haseley → Denise Weaver |
| Enrollment Management | Megan Gatlin |
| Graduate College | Denise Weaver |
| Institutional Diversity | Denise Weaver |

| | |
|---|---|
| Library | Denise Weaver |
| Research | Jason Pogue |
| Spears School of Business | Jeannette Parrish → Denise Weaver |
| Student Affairs | Shawna Goodwin |
| Vet Med | Carey Warner → Kristi Howey → Denise Weaver |

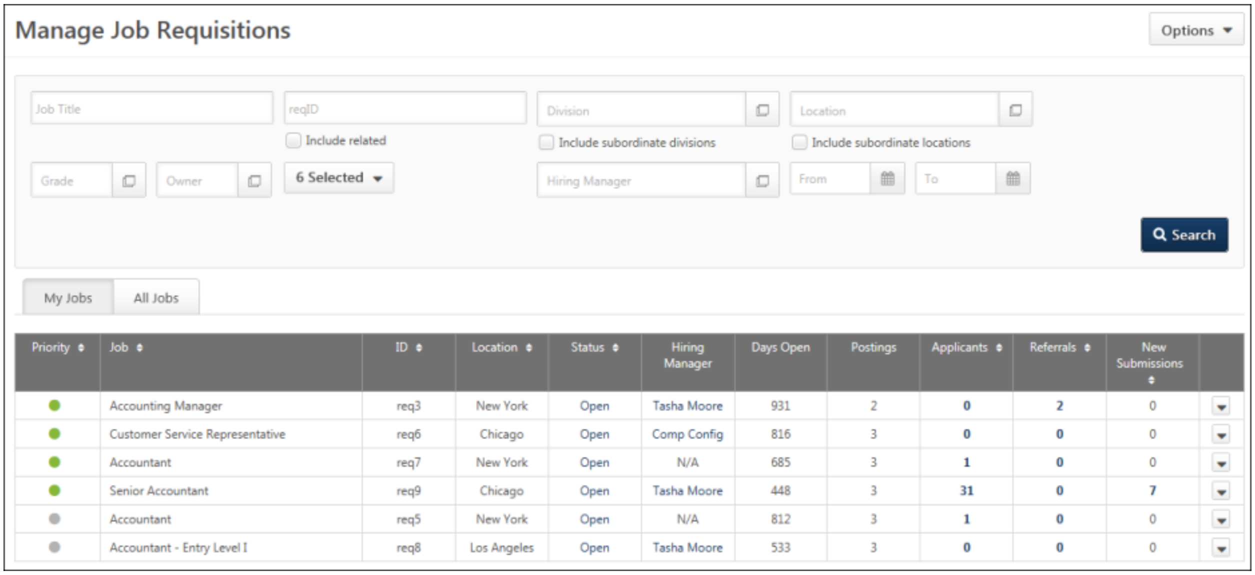
## Requisition Standards

The following standards serve as recruitment guidelines.

| Requisition Status | Reason for Use | Manage Candidates | Ability to Reopen |
|---|---|---|---|
| ***CLOSED*** | Applicant has been *HIRED* | All applicants must be cleared from the active pool. Applicants not hired will need to have the applicant status changed to *INACTIVE* and then select the appropriate reason for not selecting the candidate. | A closed requisition may not be reopened for recruitment. A new requisition is necessary to begin recruitment. |
| ***CANCELLED*** | Failed search/no applicant is *HIRED* | All applicants must be cleared from the active pool. Applicants not hired will need to have the applicant status changed to *INACTIVE* and then select the appropriate reason for not selecting the candidate. | A cancelled requisition may not be reopened for recruitment. A new requisition is necessary to begin recruitment. |
| ***ON HOLD*** | Removes requisition from the career site | Hiring managers may continue to screen the active pool to fill the position. No new applications will be received while the position is in the *ON HOLD* status. | The requisition may be reopened within 30-days of the date it was placed on hold. After the 30-day period, provide a new requisition. |
| An active pool has at least one applicant in one of the following statuses: *IN REVIEW, PHONE INTERVIEW, INTERVIEW, PENDING REFERENCE CHECKS, OFFER LETTER, BACKGROUND CHECK REQUEST,* or *BACKGROUND CHECK COMPLETE*. | | | |
| | | | |

## Search Requisitions

From the ***NAVIGATION MENU > RECRUIT > MANAGE REQUISITIONS*** tab, you can search for requisitions.




*NOTE: The positions that display are the positions that are within the user's constraints defined for the permission to manage requisitions. For questions regarding access, please email* jobs@okstate.edu *or call (405) 744-5449.*

You can filter the results in the job requisitions table by the following:

- Job Title - Select this option to filter requisitions by the job title that is set in the job requisition. The job title must match the job exactly to appear in the search results.
- Req ID - Select this option to filter requisitions by the requisition ID. This is the easiest method to search for a position. The job must match the ID exactly to appear in the search results ("req8523" for example).
- Division - Select this option to filter requisitions by the division associated with the job requisition. Check the *INCLUDE SUBORDINATES* box to include subordinate divisions. Subordinate divisions are the departments within the hierarchy of the selection (i.e., if OSU-Stillwater is selected, each department org within the Stillwater campus reporting structure will be included in the search results).
- Location - Select this option to filter requisitions by the location associated with the job requisition. Check the *INCLUDE SUBORDINATES* box to include subordinate locations.
- Owner - Select this option to filter requisitions by the job requisition owner.
- Requisition Status - This option allows the recruiter or manager to filter requisitions by one or more job requisition statuses. The following are the available options:
    - All Statuses
    - Cancelled
    - Closed

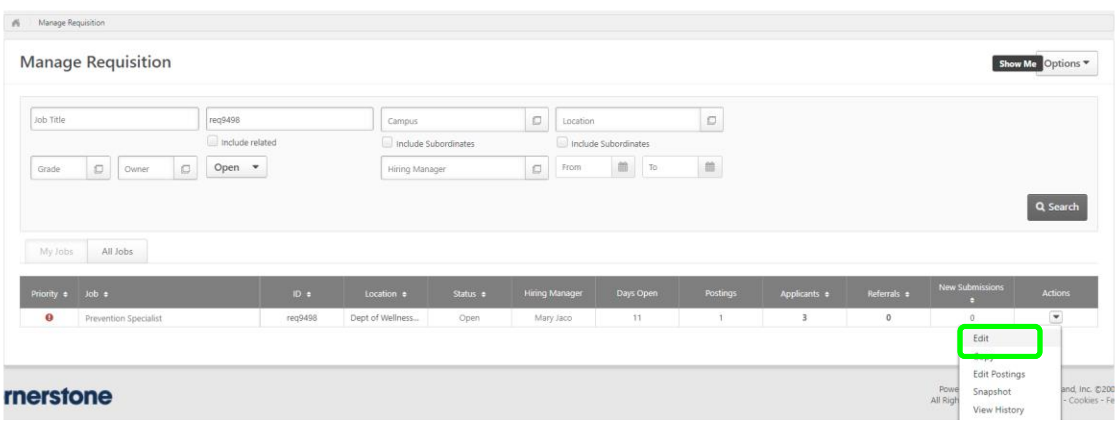
- Denied - This option is selected by default but can be unchecked.
- Draft - This option is selected by default but can be unchecked.
- Open - This option is selected by default but can be unchecked.
- Open - Pending Re-Approval - This option is selected by default but can be unchecked.
- Pending Approval - This option is selected by default but can be unchecked.

- Hiring Manager - This filter allows recruiters to filter the *MANAGE REQUISITIONS* table by the selected hiring manager. To select a hiring manager, click the *SELECT* icon, and then select a user from the *SELECT A USER* pop up.
- Date Range - This option searches for job requisition by initial creation date. The search returns job requisitions initially created (saved or submitted) within the specified date range. You may leave the date range blank to search.

These filters work together so that only the requisitions that match all criteria are displayed when the *SEARCH* button is clicked.

## Edit/View Requisitions

1. To access the *EDIT REQUISITION* page, go to ***NAVIGATION MENU > RECRUIT > MANAGE REQUISITIONS***. On the *MANAGE REQUISITIONS* page, locate the requisition that you would like to view or edit, and then click the ***EDIT*** link in the options drop-down for the requisition or you may simply click on the **TITLE** of the position.




There are several reasons why a requisition may need to be edited, such as correcting errors and incorporating edits from hiring managers. The edit requisition page will begin on the *GENERAL* tab and then progress through the *JOB AD*, *APPLICATION WORKFLOW* and finally *APPLICANT REVIEW*; however, the fields available to edit will be limited. The ability to edit is limited by the requisition's current status and the users listed on the hiring team. Non-editable fields are grayed out and not selectable.

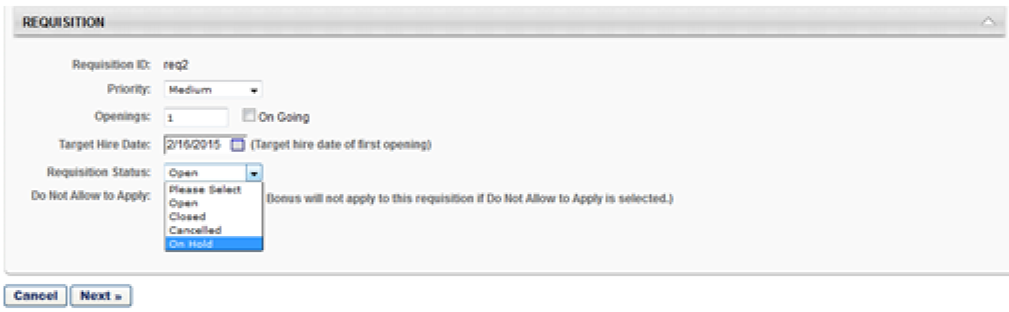
*NOTE: If a requisition has an approval workflow, edits to the requisition are not applied until the requisition is re-approved. The status will change to OPEN-PENDING RE-APPROVAL. Edits to requisitions that do not have an approval workflow will not post to the career site and will remain in the OPEN-PENDING RE-APPROVAL status. For this reason, please contact jobs@okstate.edu to let us know of the edits to a requisition.*

## Change Status of a Requisition

Requisitions must be opened for recruitment on the career site for a specific period as stated in the scope of recruitment.

- Internal – minimum of 5 working days
- Local (Non-exempt) – minimum of 5 working days
- Local (Exempt) – minimum of 10 working days
- State – minimum of 10 working days
- National – minimum of 20 working days

To change the status of a requisition, click on the ***EDIT*** link as shown above in *EDIT/VIEW REQUISITION* instructions.




The requisition will open in *EDIT REQUISITION* form. Scroll down to the ***REQUISITION*** section as shown above. To change the status of the requisition, select the ***STATUS*** option from the *REQUISITION STATUS* drop-down on the *GENERAL* tab.

To remove a requisition from the career site, send an email to jobs@okstate.edu. When a requisition is in a *CLOSED* or *CANCELLED* status, edits are not allowed. **All candidates must be changed to a status of *INACTIVE* and assigned a disposition reason before the requisition can be changed to *CLOSED* or *CANCELLED*.**

- A *CLOSED* requisition status is appropriate following offer letter approval by HR and applicant is hired.
- A *CANCELLED* requisition status is appropriate for a failed search in which no applicant was selected for hire.

## Place Requisition on Hold

To place a requisition *ON HOLD*, email jobs@okstate.edu or call (405) 744-5449.

**Placing a requisition *ON HOLD* has the following impacts:**

- The posting(s) on the career site is removed.
- The requisition can be viewed but all fields on the requisition are not editable.
- The *ON HOLD* status is tracked on the *REQUISITION HISTORY* pop-up.
- The timer for both the *DAYS OPEN* and *TIME TO FILL* are stopped while the requisition is on hold. The timers start again from where they stopped once the requisition is reopened.

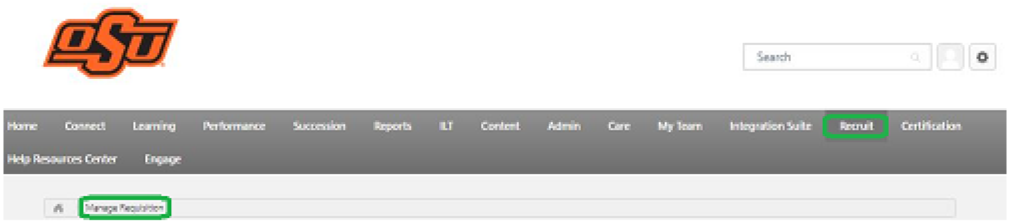
## Re-open a Requisition

Refer to the [*Requisition Standards*]() to determine if the requisition may be re-opened. Contact OSU HR by email [jobs@okstate.edu](mailto:jobs@okstate.edu) or call (405) 744-5449 to re-open a requisition.

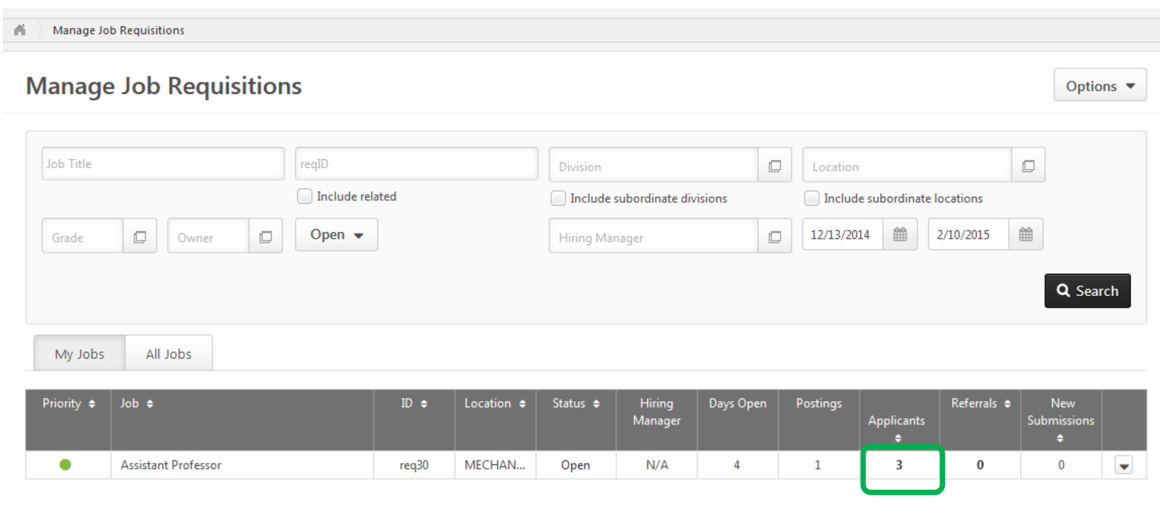
## Managing Applicants to a Requisition

### Accessing Applicant Pools

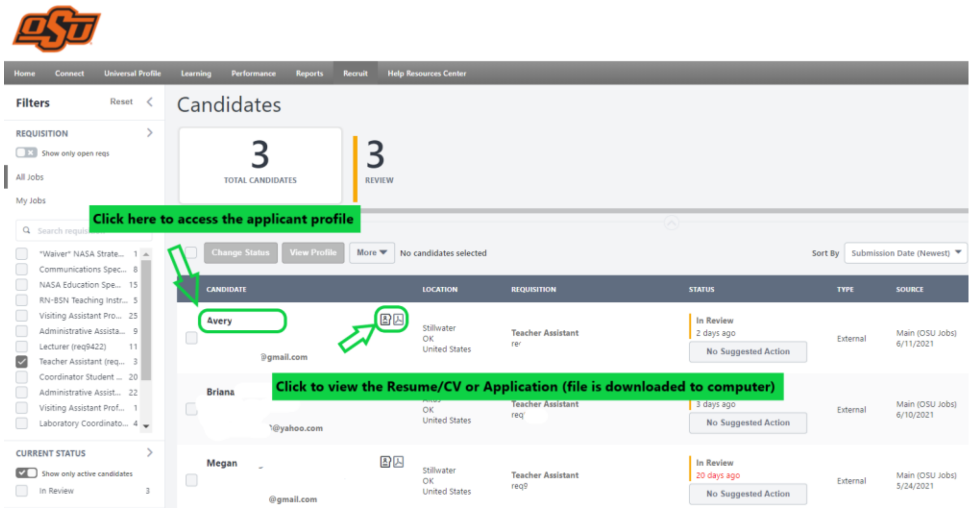
1. Click on ***NAVIGATION MENU > RECRUIT > MANAGE REQUISITION***



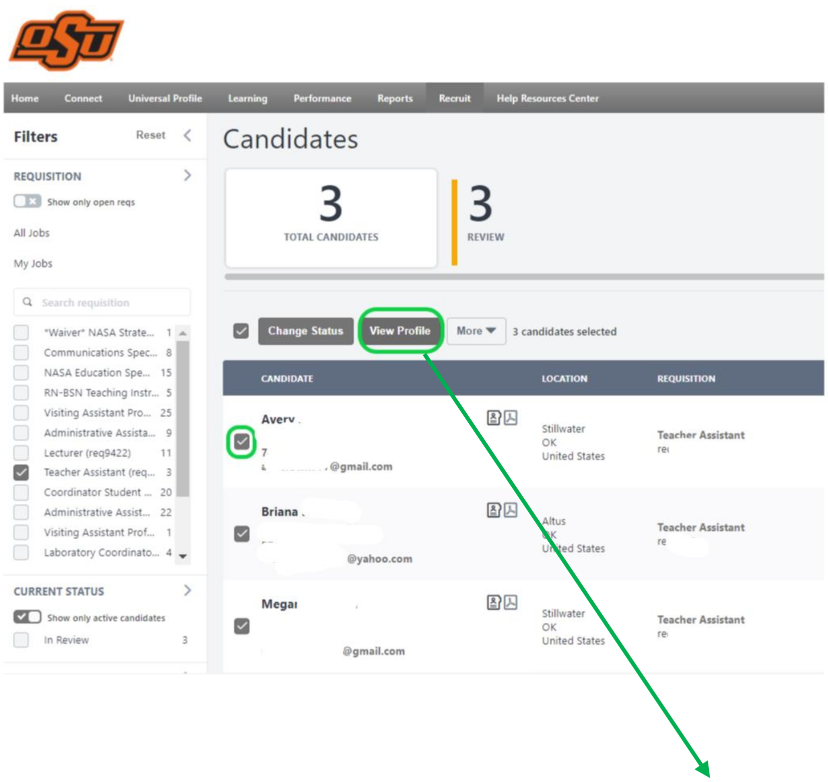

2. Once you locate the listing, click on the link which corresponds with the ***NUMBER OF APPLICANTS*** currently in the pool. In the *Assistant Professor* example below, there are 3 applicants. The number "3" is a clickable link.

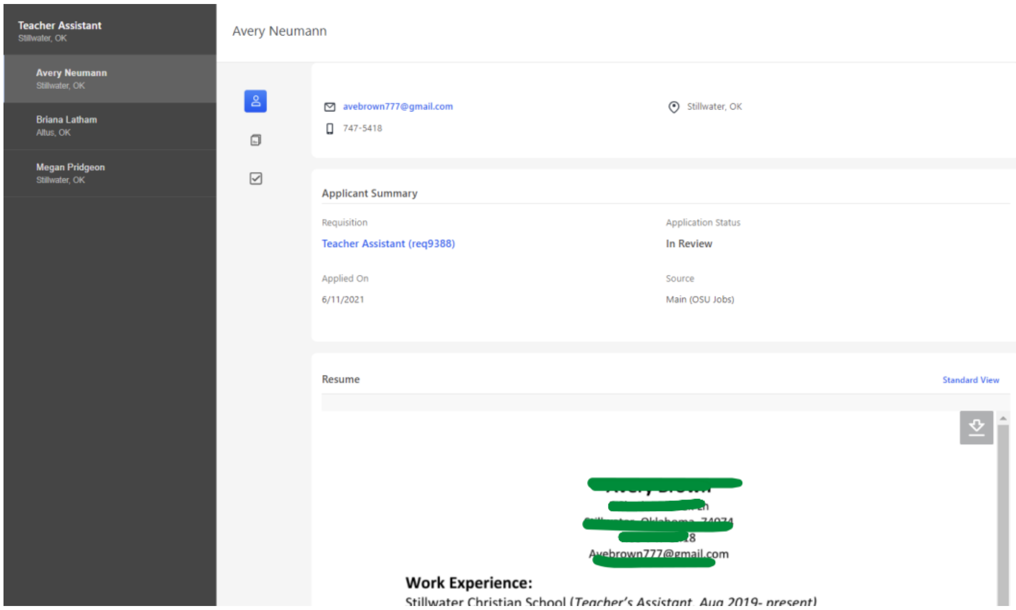



3. Your list of applicants will be shown. You may click on the ***APPLICANT'S NAME*** to open the *APPLICANT PROFILE*. You may also click on the icons circled below to quickly preview the application and/or resume.




4. To view multiple resumes at one time, select the ***CHECK BOX*** next to the applicants you wish to view. Click ***VIEW PROFILE*** to display the applicant's resume. (Resume displayed on next page.)



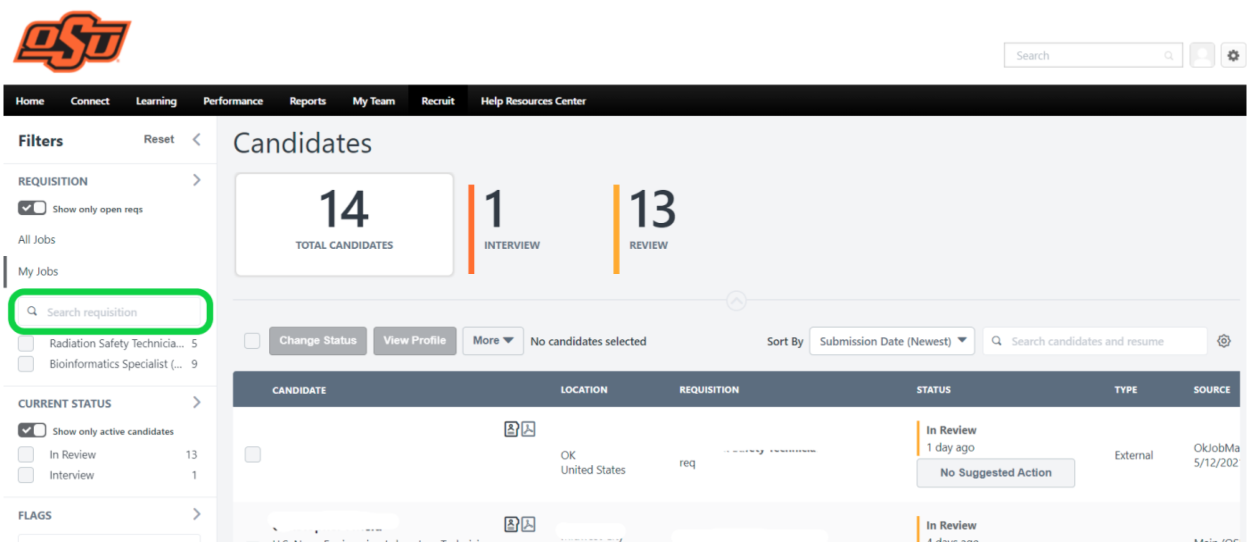



## Managing Applicant Statuses

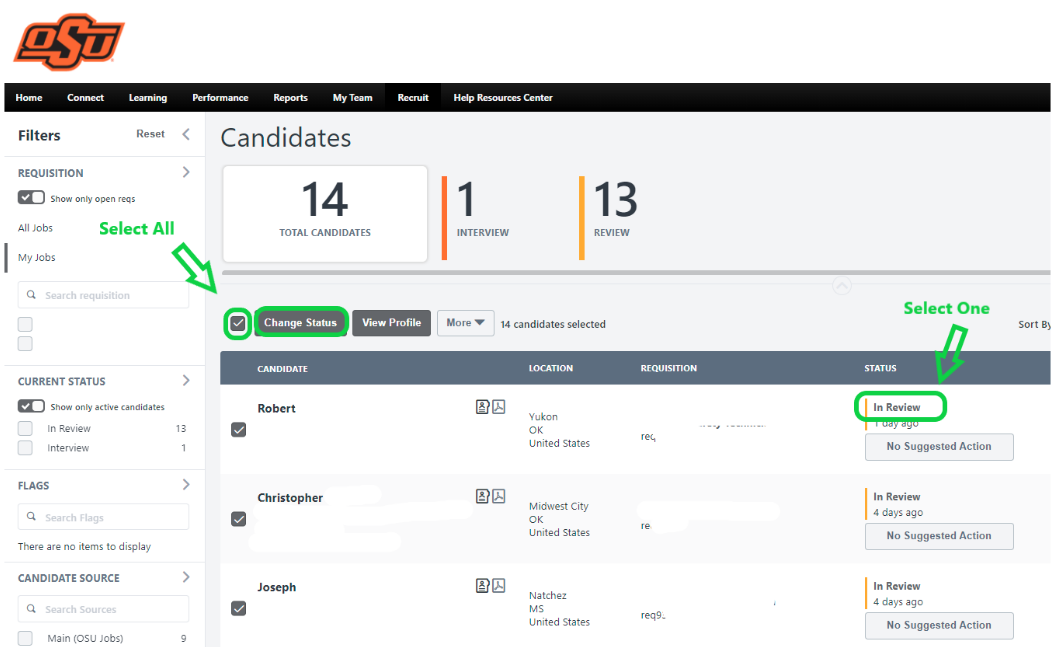
Utilizing the applicant status options within the OSU Jobs System is a convenient way to manage the candidate pool. As the candidate progresses throughout the recruitment process, the status of their application can be organized into the following statuses: *IN REVIEW, PHONE INTERVIEW, INTERVIEW, PENDING REFERENCE CHECKS, OFFER LETTER, BACKGROUND CHECK REQUEST, BACKGROUND CHECK COMPLETE, HIRED,* or *INACTIVE*. There are multiple reasons available to choose from for why a candidate will no longer be considered for the position. The system will send an automated email to the candidate to notify them of the decision. Visit *OSU Jobs: Dispositions List and Emails* for a preview of the automated candidate email messages. Timely review of candidates and dispositioning accurately in real time ensures a better candidate experience and captures candidate details that may need to be referenced at a later day for Affirmative Action and Equal Opportunity reports.

## Change Applicant Status

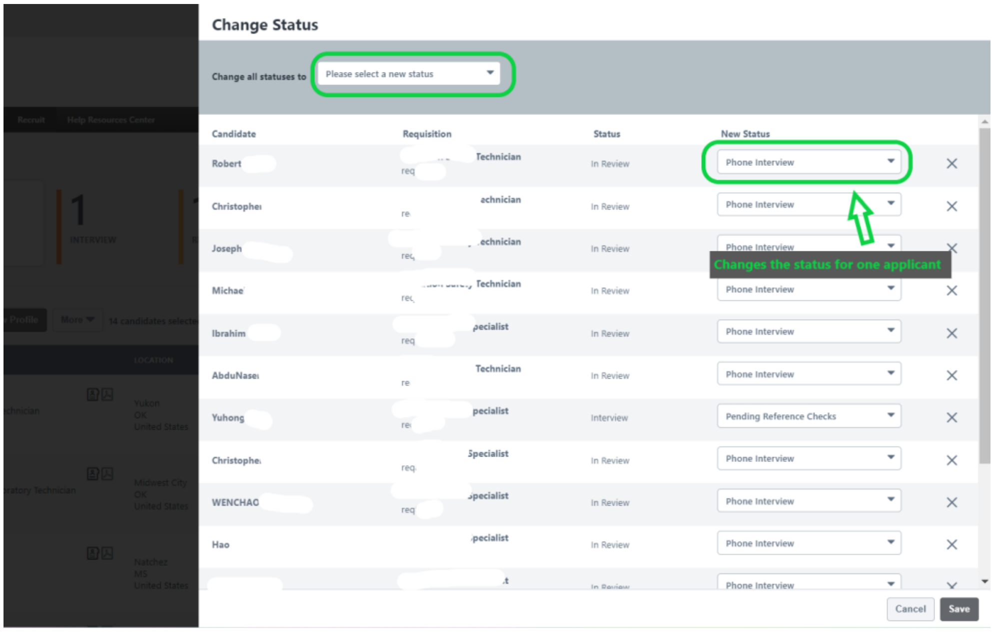
1. Go to the ***RECRUIT*** tab and click on ***MANAGE CANDIDATES***.
2. Search for the requisition (default filter settings may need to be adjusted).




3. You can update the status of one or more applicants. To select all applicants, ***CHECK THE BOX*** above the list of applicants. To change the status of one applicant, click on the ***STATUS*** for the applicant.

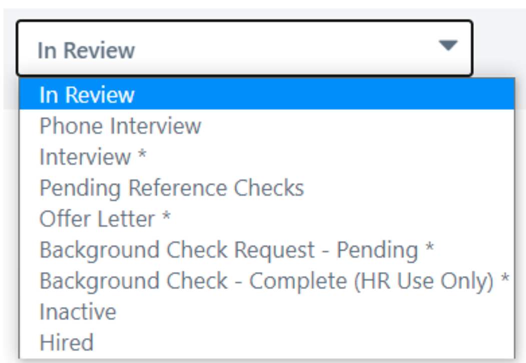



4. A *CHANGE STATUS* screen will appear. Click the ***DROP-DOWN MENU*** to select a status.



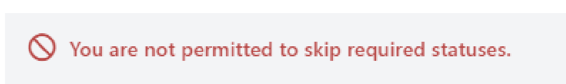

## Required Applicant Statuses

An asterisk in the list of statuses denotes a required and sequential applicant status. A required status must be completed in order to advance to the next status. Applicants will begin at the *IN REVIEW* status. The next status to select is *INTERVIEW* if the applicant is invited to interview. At any time, the applicant will no longer be considered for the position, the status can be updated to *INACTIVE*.



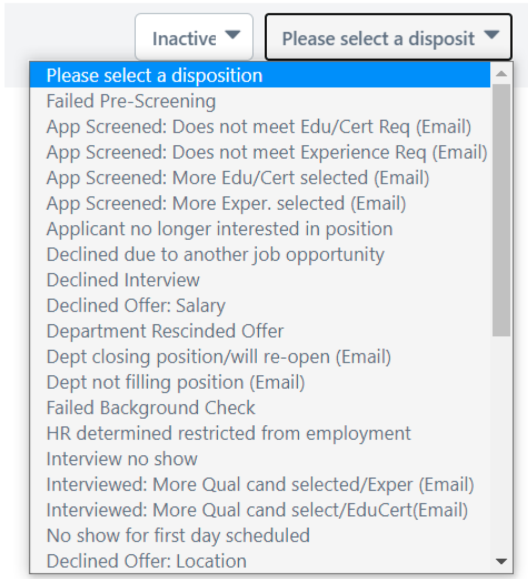

All applicant statuses can be changed to any previous status or to *INACTIVE* at any time. The *BACKGROUND CHECK – COMPLETE* status is restricted for use by OSU Human Resources only.

You will receive an error message such as the following if you attempt to bypass a required step.



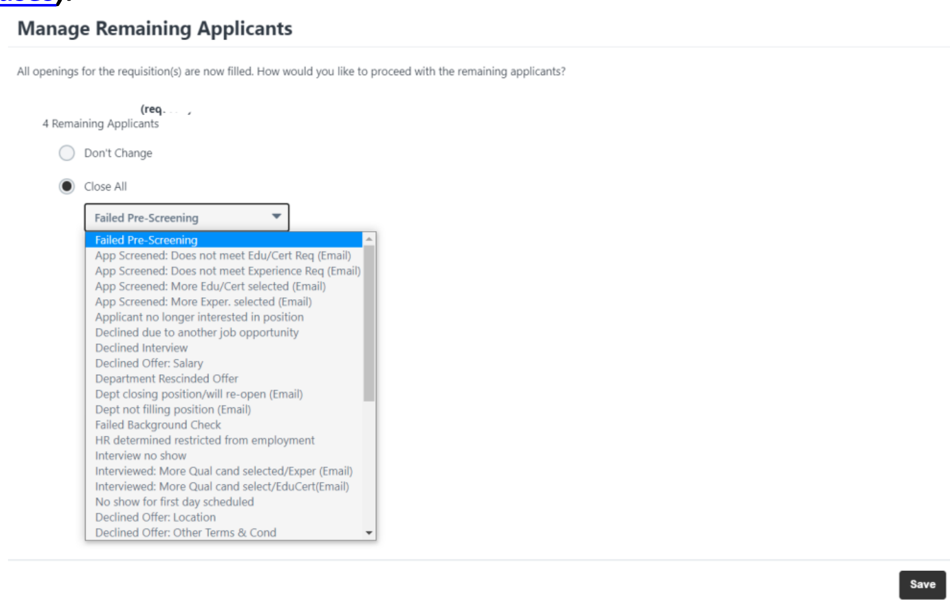

## Inactive Status and Dispositions

If a candidate is passed on, change the status to ***INACTIVE*** and select the appropriate ***DISPOSITION*** for the reason the candidate is no longer under consideration. Several dispositions are available to fit the situation for most dispositions. The system will send an automated email to the candidate to notify them of the decision. Visit [*OSU Jobs: Dispositions List and Emails*]() for a preview of the automated candidate email messages.




## Hired Status

If an applicant is moved into the *HIRED* status and there are other applicants remaining in an active recruitment status, a *MANAGE REMAINING APPLICANTS* screen will appear. **All candidates not selected for the position need to have a disposition reason selected.** *Note: The MANAGE REMAINING APPLICANTS screen will batch all remaining active applicants into the disposition type selected.* ***If there are multiple disposition reasons, move applicants individually into the INACTIVE status (see [Change Applicant Statuses]()).***

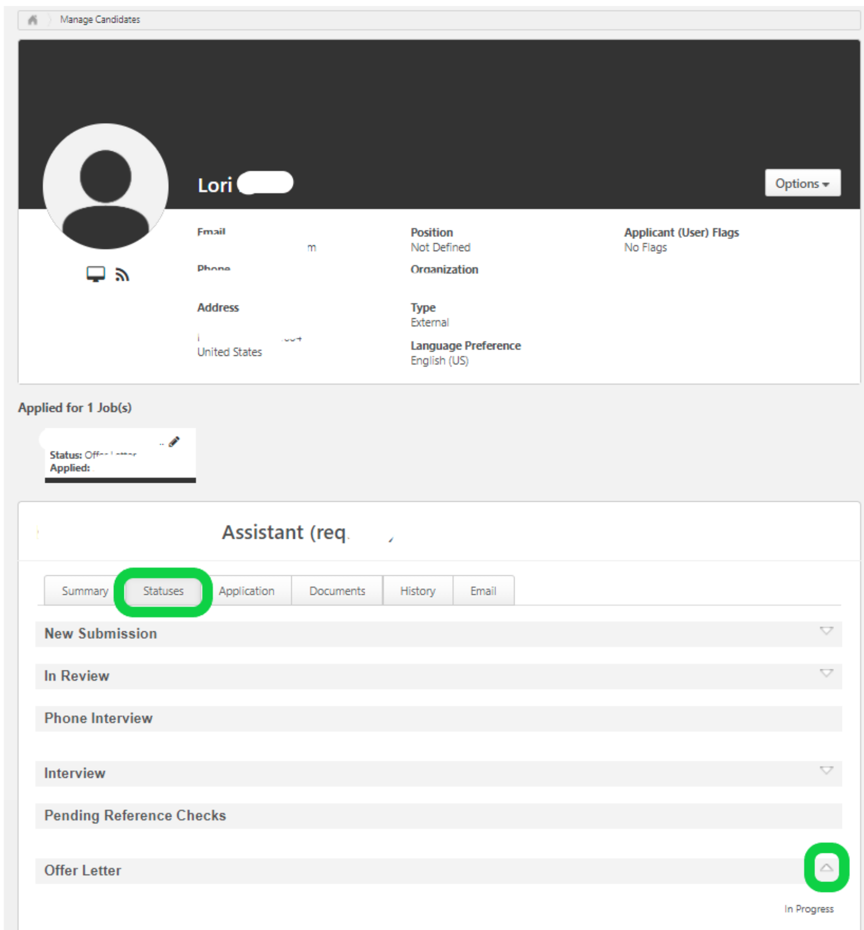



## Offer Letter

### Create Offer Letter and Submit for Approval

Once the applicant's status has been changed to ***OFFER LETTER***, you may create the offer letter and submit for approval to OSU Human Resources. Your college or division may have departmental specific recruitment protocols that require additional approvals to be obtained before an offer letter is sent to OSU HR for approval.

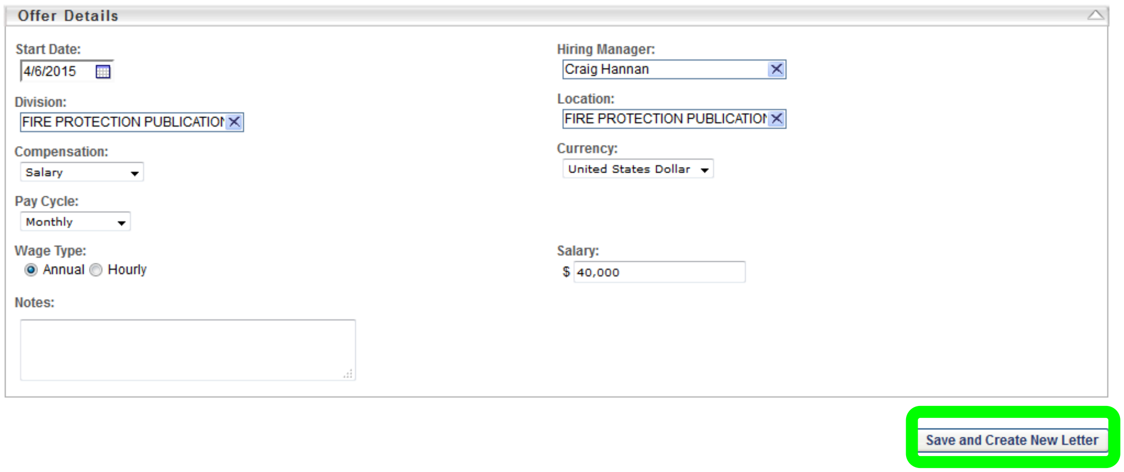
1. Go to ***MANAGE CANDIDATES***
2. Click on the ***APPLICANTS NAME*** to access the ***APPLICANT PROFILE***
3. Click on the ***STATUS*** tab in the applicant profile.



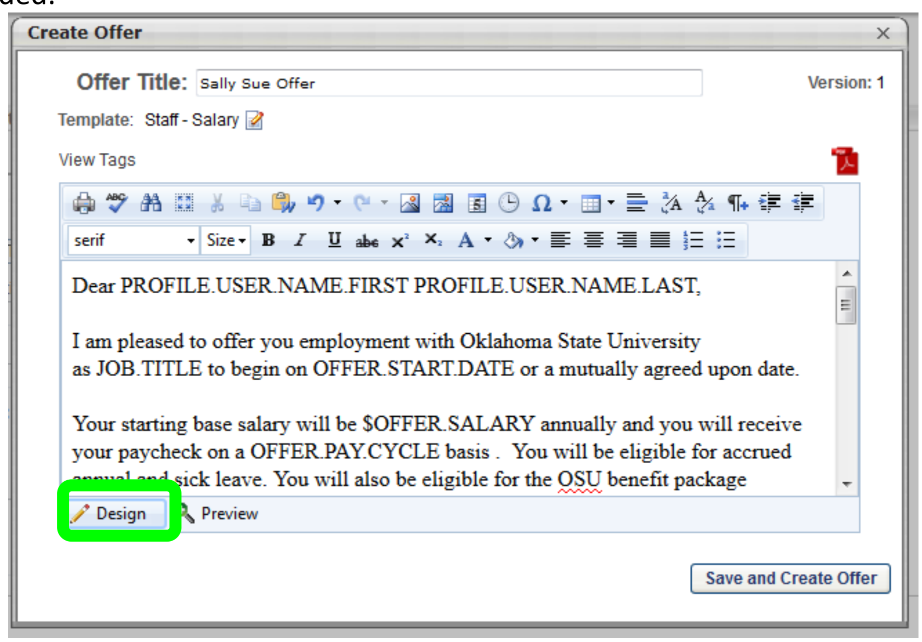

4. Click on the ***DOWNWARD ARROW*** on the far right of the *OFFER LETTER* tab to expand the section to view the *OFFER DETAILS*. Enter the ***OFFER LETTER DETAILS*** and click ***SAVE AND CREATE NEW LETTER.***

   *Note: The compensation, pay cycle, and wage type must all correspond. For example, if the offer is for $12, hourly:*

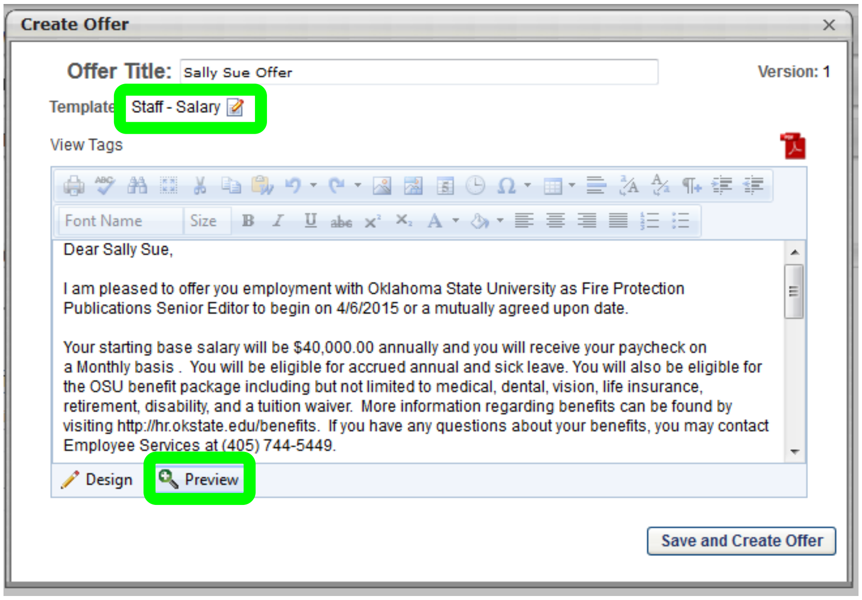
   - *Compensation should be Hourly*
   - *Pay Cycle should be Bi-weekly*
   - *Wage Type should be Hourly.*




5. A *CREATE OFFER* pop-up box will appear.
   a. Offer Title: Enter a ***TITLE*** for the offer letter in this field. For example: "Sally Sue Offer"
   b. You may edit the offer letter at this time in *DESIGN* mode; however, the ninety-day probationary period (for all employees) and statement regarding background check must be included.

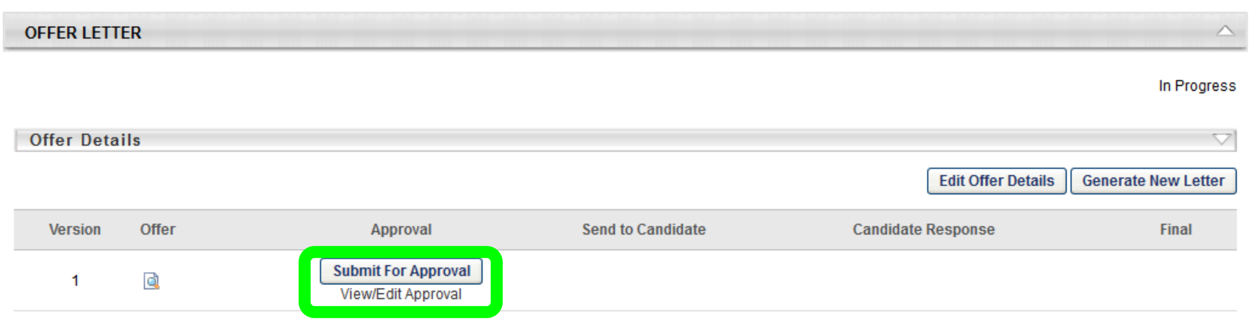



   c. Click ***PREVIEW*** to view the offer letter in true text form. You may return to *DESIGN* mode if additional edits need to be made.

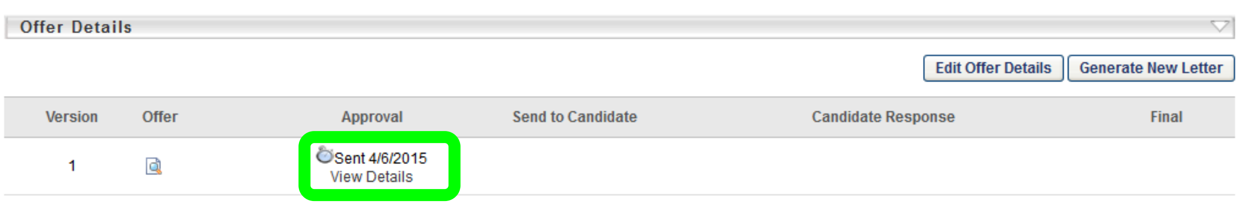



*Note: Errors can occur if the template and offer details don't match. Ensure the template type reflects the correct compensation type. To change this, click the pencil icon for DESIGN mode on the template section. Click PREVIEW to view the offer to ensure the letter is correct.*

6. Once you have made any necessary edits and your draft is final, click ***SAVE AND CREATE OFFER***.
7. Now that the offer letter has been created, click ***SUBMIT FOR APPROVAL*** to route through the approval process. You may click *VIEW/EDIT APPROVAL* to review the offer letter approval workflow.




8. Click on ***VIEW DETAILS*** to check the approval status of the offer letter approval once the offer letter is submitted for approval.

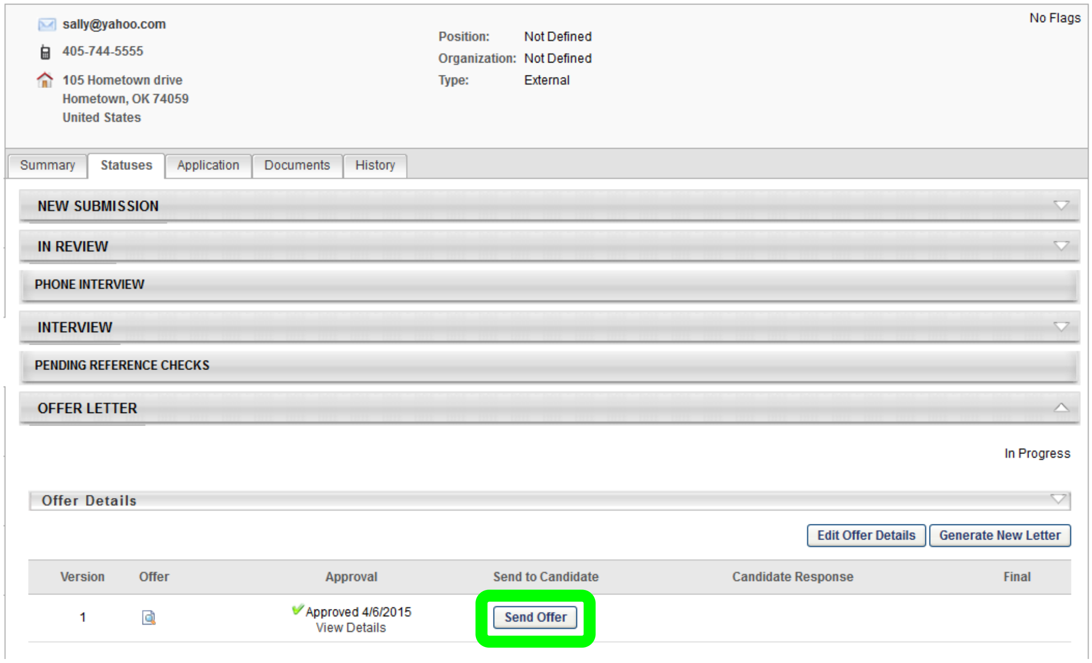



*Note: If at any point in the process you need to edit the offer letter, you may click **EDIT OFFER DETAILS** to edit the offer letter. Click **GENERATE NEW LETTER** and then click **SUBMIT** to send the updated letter through the approval workflow.*

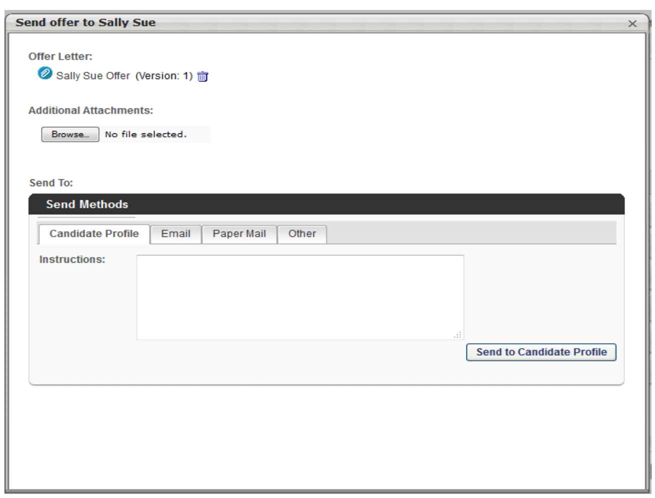
## Send Offer to Candidate

You will receive an automated email to notify you the offer letter has been approved and is ready for you to extend to the candidate. There are multiple methods available to send the offer to the candidate.

1. Go to ***MANAGE CANDIDATES***. Click on the ***APPLICANT'S NAME*** to access the *APPLICANT PROFILE*.
2. Click the ***STATUSES*** tab. You will see that the offer letter has been approved. Click ***SEND OFFER.***




3. A *SEND OFFER* pop-up box will appear.




4. Choose one of the following options within the system to send the ***OFFER LETTER*** to the candidate:
    a. ***CANDIDATE PROFILE*** sends the offer to the *MY TASKS* panel on the candidate's *MY PROFILE* page.

i. In the Instructions field, enter information regarding the offer. For example, you may wish to indicate that the candidate can respond to the offer via their *MY PROFILE* page. The maximum character limit is 500. The instructions appear for the candidate when they review the offer.
ii. Click the ***SEND TO CANDIDATE PROFILE*** button to submit the offer to the candidate.
iii. The applicant will receive an automated email to notify them of the offer letter that is awaiting their response. The applicant can log back into the career site where they applied for the position and access *MY PROFILE* to either *APPROVE* or *DENY* the offer. Once the candidate responds, an email notification of the decision will be sent to the requisition owner and hiring manager.

b. ***EMAIL*** option allows you to email the offer to the candidate's email address they used to apply
   i. In the Instructions field, enter instructions regarding the offer. For example, "Please review the attached letter. Please sign and date the letter and return to the hiring manager."
   ii. Click ***SEND EMAIL*** to send the offer to the candidate. Any attachments in the *ADDITIONAL ATTACHMENTS* field are included.

c. ***PAPER MAIL*** will create a record that the offer is being sent via paper mail.
   i. The candidate's address from their user record is pre-populated. If an address is not available, then you can enter an address by clicking the ***EDIT ADDRESS*** link in upper-right corner.
   ii. In the *DATE SENT* field, you must enter the date on which the offer will be or was sent.
   iii. Click ***SAVE*** to commit the date sent.
   iv. You will need to print the letter and mail the offer manually when using this option.

d. ***OTHER*** option enables you to record the date an offer was extended to a candidate if you are not using any of the other send methods.
   i. Enter a date in the ***DATE SENT*** field, and then click ***SAVE*** to commit the date sent.

If there is a change in the offer letter details, a new offer letter can be generated and resent to the candidate. Please refer to the *Create Offer Letter* steps to create a new offer letter.

## Background Check

A criminal background check is required for new full-time staff, faculty and graduate assistant/associate at Oklahoma State University. Offers of employment are contingent upon successful completion of a background check.

The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted as required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.

All background checks require authorization from the applicant to begin the screening. The authorization is sent via email from *appliationstation@truescreen.com* to the applicant's email address as listed on their application. The applicant has up to 10 business days to complete the authorization.

When updating an applicant's status from *OFFER LETTER* to *BACKGROUND CHECK REQUEST-PENDING*, refer to the *Change Applicant Status* section. The *BACKGROUND CHECK REQUEST-PENDING* status will trigger an email to jobs@okstate.edu to initiate the background check on the selected applicant. This typically takes 5-7 business days to complete depending on the applicant.

### Background Check- Complete

OSU Human Resources will follow up to confirm employment eligibility once the background check review is complete. The applicant status for *BACKGROUND CHECK-COMPLETE (HR USE ONLY)* is restricted for use by OSU HR and not available for use by the hiring team. Primary owners and the hiring manager for the requisition will receive an email notification that this status has been updated and the applicant is clear for hire.

## Hired

The final status change will be marking your selected candidate as *HIRED* in the system. Before updating an applicant's status, ensure you have completed all the required steps in the process (see *Required Applicant Statuses* for help).

1. Select the ***HIRED*** status and then click ***SUBMIT***.
2. If all the appropriate steps in the process have been followed, your applicant pool should be empty now. Once your selected applicant is marked as *HIRED*, your requisition will automatically update to a *CLOSED* status and will be removed from the career site automatically.