# KANSAS STATE

# OFFER CARD CHECKLIST

The checklist is broken down by Offer Card sections and should be followed in order. Many of the Offer Card fields are auto-filled with information from the requisition and do not require action. They are not included in the checklist below unless review is necessary.

- Hover over any <u>underlined words</u> to view a quick tip on that section or phrase (You may need to download this PDF in order to view the quick tip features).
- Click on **bolded words** next to a hyperlink icon (  ${\cal O}$  ) to access online resources related to that section or phrase.

# ACTIONS PRIOR TO THE PREPARING THE OFFER CARD

- Interview applicants and identify top candidate
- Inform remaining applicants that they're not selected
- Move remaining applicants' statuses to Unsuccessful
- \_\_\_\_ Move top candidate's status to *Reference check*
- Perform reference check (if it hasn't been done already)
- \_\_\_\_ Move top candidate's status to *Recommend for hire*
- \_\_\_\_ Contact top candidate to make a verbal offer
- \_\_\_\_ AFTER candidate accepts, move their status to *Verbal Offer Accepted. Prepare Offer Card* to prompt the Offer Card

# COMPLETING THE OFFER CARD BY SECTIONS & FIELDS

## I PERSONAL DETAILS

----

#### II JOB DETAILS

----

III OFFER DETAILS

Match the position numbers to the right candidates

#### IV POSITION DETAILS

#### Start date

- End date ONLY for Limited Term or Temporary
- <u>K-State eID</u> applies if they worked/work for the university
- <u>Regular</u> or <u>Temporary</u> (benefits or non-benefits eligible) <u>Full time</u> or <u>Part time</u>
- Probationary status for non-temp. USS positions ONLY
- Probationary period
- V SALARY
  - \_\_\_\_ FLSA Status match what's in the yellow box
  - Approved Salary
  - Salary Convert your salary according to the following:
    - Regular + <u>Exempt</u> = Annual salary
    - Term + Exempt = Bi-weekly rate
    - Regular +<u>Non-exempt</u> = Hourly rate
    - Term + Non-exempt = Hourly rate
  - Rate period reflects the salary conversion
  - Salary notes explain any impacts on the offered salary

#### VI PRE-EMPLOYMENT CHECKS

- Background screening (Yes or No)
- Yes select background check package
- No If the new hire doesn't match the options, they most likely
- need a background check Call your Strategic Partner
- \_\_\_\_ Select additional options if needed

#### VII ONBOARDING WORKFLOWS

- Onboarding form (Hire Form or Hire Form Athletics)
- \_\_\_\_ Onboarding workflow (See charts on pages 2-4)
- <u>Reports to manager</u> immediate supervisor
- Onboarding delegate HR Liaison

#### VII OFFER PROGRESS

Do NOT make changes to this section

#### IX OFFER DOCUMENTS

### Upload the **contract** *Ø* , **offer letter** *Ø* , and/or

- appointment papers @
  - 1. Select Add document
  - 2. A window will be triggered
  - 3. Document Category will be "Offer Card Documents"
  - 4. Title
  - 5. Select Save and add another or Save and close

#### X APPLICATION DOCUMENTS

--

#### XI APPROVAL PROCESS

- The Originator is the person filling the offer card
- Leave the Approval process at <u>None</u>

#### XII PROVISIONING

- Create a provision list
  - 1. Select Add
    - 2. A window will be triggered
    - 3. Select applicable provisions
  - 4. Select Save
- Provisioning address is where provisions will be delivered

#### XIII SELECT SAVE TO COMPLETE - STOP HERE

#### WHERE TO FIND ADDITIONAL RESOURCES ON:

Offer card process - Managing Offers instruction guide  $\,\mathscr{O}\,$ 

All aspects of the hiring process - Hiring Tools web page  $\,\mathscr{O}\,$ 

PageUp - Applicant Tracking System Instruction Guides web page 🔗

Hiring Best Practices - Hiring Guide Ô

Required Training- Intro to Search Committee  $\,\mathscr{O}$  and Hiring Top Talent Best Practices  $\,\mathscr{O}$ 

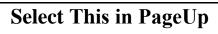


# Types of Onboarding Form and Workflow

	If This		Select Thi	is in PageUp
Employee Type		Hire Type	Onboarding Form	Onboarding Workflow
	Benefit Eligible (.50 FTE or greater)	New Hires (all contract types except Faculty) Rehires GRA / GTA to Unclassified	Hire Form	Unclassified - New or Rehire
		Local Agency to KSU Agency Transfer SOK to KSU	Hire Form	Unclassified - Local Agency or Agency Transfer
		New or Rehire Faculty	Hire Form	Faculty - New or Rehire
		Promotion or Transfer (Unclassified to Unclassified)	Hire Form	Promotion / Transfer - UNC to UNC
		Transfer from Hourly Student to Unclassified	Hire Form	Hourly Student to Unclassified
Unclassified (UNC)		Temporary Unclassified to Regular Unclassified	Hire Form	Temporary Hire to Unclassified (Reg/Term) Position
		Benefit Eligible USS to Unclassified	Hire Form	Promotion / Transfer - USS to UNC
	Non-Benefit Eligible (<.50 FTE)	Adjunct Appointments	Hire Form	Coming in 2018
		Regular to Temporary (benefit eligible to a non-benefit eligible position)	Hire Form	Temporary Hire
		Rehired Retiree	Hire Form	Temporary Hire
		New or Rehire Unclassified Temporary	Hire Form	Temporary Hire

KANSAS STATE

If This



Employee Type		Hire Type	Onboarding Form	Onboarding Workflow
University Support Staff (USS)	Benefit Eligible (Regular appointment of .50 FTE or greater)	New Hires Rehires GRA / GTA to USS	Hire Form	USS - New or Rehire
		Local Agency to KSU Agency Transfer State of Kansas (SOK) to KSU	Hire Form	USS - Local Agency or Agency Transfer
		Promotion / Transfer / Demotion (USS to USS)	Hire Form	Promotion / Transfer - USS to USS
		Police Officers	Hire Form	USS - New or Rehire
		USS Limited Term	Hire Form	USS - New or Rehire
		Transfer from Hourly Student to USS	Hire Form	Hourly Student to USS
		Temporary USS to Regular USS	Hire Form	Temporary Hire to USS Position
		Benefit Eligible Unclassified to USS	Hire Form	Promotion / Transfer - UNC to USS
	Non-Benefit Eligible (Temp. appt. or Reg. appt. of <.50 FTE)	Regular to Temporary (benefit eligible to a non-benefit eligible position)	Hire Form	Temporary Hire
		Rehired Retiree	Hire Form	Temporary Hire
		New or Rehire USS Temporary	Hire Form	Temporary Hire



If This	Select This in PageUp		
Employee Type	Hire Type	Onboarding Form	Onboarding Workflow
Graduate Students	Graduate Research Assistant Graduate Teaching Assistant	Hire Form	Temporary Hire
	USS/UNC Benefit Eligible to Graduate Student	Hire Form	Coming in 2019
Employee Type	Hire Type	Onboarding Form	Onboarding Workflow
	Hourly Students	Hire Form	Coming in 2019
Hourly Students	USS/UNC Benefit Eligible to Hourly Student	Hire Form	Coming in 2019