# Making an Offer - Admin Fellows

This guide covers the offer creation process for employees in e-class 89 / account 6412.

<table>
<thead>
<tr>
<th>What you need to do</th>
<th>What you will see</th>
</tr>
</thead>
</table>
| **STEP 1: Select the candidate**  
There are two ways you can locate the candidate. |  
**Method 1**  
Manage applications page.  
On the requisition, head to the Manage applications page. On the selected candidate’s record, click their name. | Method 1  
![Manage applications page](image1.png)  
Method 1 – Manage applications page.  
On the requisition, head to the Manage applications page. On the selected candidate’s record, click their name. |
| **Method 2 – Applicant progress board**  
Navigate to the identified candidate’s bubble. Select anywhere in that bubble.**  
In both methods, you will be taken to the selected person’s applicant card. | **Method 2**  
![Applicant progress board](image2.png)  
Method 2 – Applicant progress board  
Navigate to the identified candidate’s bubble. Select anywhere in that bubble.**  
In both methods, you will be taken to the selected person’s applicant card. |

**For this feature to work, you must have enabled pop-ups in your browser. For Google Chrome, you can follow [this link](#) for instructions.**
STEP 2: Go to the offer card.
From the applicant card, find the appropriate requisition. *(Please note: Applicants may have applied to multiple jobs. All will appear on this listing.)*

In the offer section, click **No offer**. You will be taken to the offer card.

STEP 3: Complete the offer details card.
Complete all necessary fields for your offer.

In **Employee Type**, please choose **Student**.

**For 3- Tentative End date:**
- *For open ended appointments*, please input 8/31/2049
- *For terminal appointments*, input the tentative end date. (usually the end of each semester.)

**Note:** Mandatory fields are indicated with an **asterisk** *.* Additionally, all offers have different required fields based on the auto-fill fields of the offer letter (generated in step 4). See **Step 3.2** for a specific list for this offer.
Step 3.1
The Annual salary, Hourly pay rate, and overtime rates must be filled in regardless of the status of the position.

Input the pay information as follows:

● 9 - enter the appointment amount
● 10 - enter the hourly rate (at least $18.00 / hour)
● 11 - enter the overtime rates accordingly. You can use this tool to assist you: OT Calc

Please note: do not enter a dollar sign, as it will error out these fields.*

Step 3.2
The fields listed below must be filled in order to generate your offer letter:

● Semester Year
● Start Date of Appointment
● End Date of Appointment

If left blank, your letter will not fill properly in step 4.

NOTE: If these fields are not entered for Admin Fellow roles, the offer letter will be incomplete (which is a compliance violation) and will be declined by the approver.
STEP 3.3  
Go to 12 - Onboarding form.  
- For new hires, select Student Post Offer  
- For current employees, select Current Employees Post Offer

For 13 - Onboarding Workflow, select Student

Please ensure you select the correct onboarding workflow as this affects the background check process.

*(Background checks are not applicable to student roles, however, if the incorrect Onboarding workflow is chosen it can unnecessarily delay their onboarding process.)*

**Note:** You may see just below this section the Offer Accepted button. Even if you have received a verbal acceptance from your candidate **please do not click yes.** This will automatically change once your candidate completes their steps.

STEP 4  
Merge Offer Documents  
Every offer must have an Offer Letter and a Pay Rate Form (legally required by New York State law). If either of these documents are missing from the offer, the offer approver will decline and you will be required to update accordingly.

Click Merge document.  
A pop up box will ask you to save the offer card. Click Ok *(please ensure you disable any pop up blockers or allow them for PageUp).*
### STEP 4.1
A Document merge box will pop up.

Navigate to the **Students** folder.
- Select **Offer Letter: Admin Fellow**
- Select **Pay Rate Notice: Admin Fellow**

Click **Merge**.

### STEP 4.2
A different Document merge box will appear. The system pulls information directly from the **Offer details** card and populates it onto the **Offer Letter** and **Pay Rate Form**.

An asterisk designates any missing mandatory fields as noted in all of **steps 3**. Click **Back** to fix the issue. If no changes are needed, click **Ignore**.

### STEP 4.3
You will be taken back to the **Offer Details** card and can find your newly merged offer documents in that section.

Always click **View** to download & review the offer documents. **Remember these are legally binding documents.**
STEP 5
Select the approval process
From the drop down menu, select Student Employment

STEP 5.1
In the approval line, select the Student Employment team. You can type in the name or use the magnifying glass.

STEP 5.2
Save Offer details card.
Click Save. Click Okay.
Now your offer card is complete and saved.

STEP 5.3 Approve the offer card.
The Student Employment team will review the offer details and approve the offer. If the offer is declined for any reason, it will be indicated in the “History” section on the Applicant Card.

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### STEP 6: Navigate back to the applicant card.
In the top menu bar, click **Recent items**.

From the drop down menu, you should see the name of your candidate.

Click on the applicant’s name and you will open the applicant card.

### STEP 7: Send the offer to the candidate.
On the applicant card, navigate to your requisition.

You will see that the offer is now **Offer Incomplete**. *(This status will be updated after the applicant accepts the offer.)*

Under status, click **New**.

### STEP 7.1: Change the application status.
From the pop up box, select **Send contingent online offer** and click **Next**

**Note,** you may not see all of the listed application status. These vary depending on the recruitment process.

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### STEP 7.2: Review email to be sent to candidate

In the ‘From’ field, replace the populated email with your own tc.edu email.

*By adding your email the applicant will know to communicate directly with you.

Click **Move now**. This will send the email to the candidate. They will be required to click on the **Applicant portal** link in the email to accept the offer and complete the post hire forms.

*Please encourage candidates to complete this step as soon as they receive this email*  

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### Additional Notes: Tracking the Applicant’s Hiring Process

You can check the status of the applicant’s hire process by viewing the **Status** section on the applicant card.

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<table>
<thead>
<tr>
<th>Application Status</th>
<th>Action Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Create offer</td>
</tr>
<tr>
<td><em>Send contingent online offer</em></td>
<td>Offer sent to candidate, but they have not accepted the offer nor completed post offer forms</td>
</tr>
<tr>
<td>Offer accepted</td>
<td>Candidate accepted offer, but needs to complete post offer forms</td>
</tr>
<tr>
<td>HR USE ONLY: Offer Forms Complete</td>
<td>Candidate completed offer forms and will be processed</td>
</tr>
</tbody>
</table>