# Making an Offer - Community Teachers & Part-Time Instructors

This guide covers the offer creation process for Community Teachers (eclass 39 / account 6142) and PT Instructors (eclass 31 / account 6122)

<table>
<thead>
<tr>
<th>What you need to do</th>
<th>What you will see</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1: Select the candidate</strong></td>
<td>Method 1</td>
</tr>
<tr>
<td>There are two ways you can locate the candidate.</td>
<td><img src="image" alt="Test Working Title (500147)" /></td>
</tr>
<tr>
<td><strong>Method 1 – Manage applications page.</strong></td>
<td>Method 1</td>
</tr>
<tr>
<td>On the requisition, head to the Manage applications page. On the selected candidate’s record, click their name.</td>
<td><img src="image" alt="Test Working Title (500147)" /></td>
</tr>
<tr>
<td><strong>Method 2 – Applicant progress board</strong></td>
<td>Method 2</td>
</tr>
<tr>
<td>Navigate to the identified candidate’s bubble. Select anywhere in that bubble.**</td>
<td><img src="image" alt="Applicant Progress Board" /></td>
</tr>
<tr>
<td>In both methods, you will be taken to the selected person’s applicant card.</td>
<td></td>
</tr>
</tbody>
</table>

**For this feature to work, you must have enabled pop-ups in your browser. For Google Chrome, you can follow this link for instructions.**

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**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.

<table>
<thead>
<tr>
<th>Mr Test Yonder</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>View profile View references Add flags</td>
<td></td>
</tr>
<tr>
<td>Address New Jersey United States Phone -</td>
<td></td>
</tr>
<tr>
<td>E-mail <a href="mailto:testyonder@test.com">testyonder@test.com</a> Number 1235</td>
<td></td>
</tr>
<tr>
<td>Original source none Linked Employee Harry Hsie</td>
<td></td>
</tr>
</tbody>
</table>

**Applications History Scheduled emails CRM Resume**

![Offer No offer]

**APPLICATIONS**

<table>
<thead>
<tr>
<th>580147 - Test Working Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date submitted May 10, 2017</td>
<td></td>
</tr>
<tr>
<td>Applied via name</td>
<td></td>
</tr>
<tr>
<td>Status changed Feb 29, 2020 New</td>
<td></td>
</tr>
<tr>
<td>View Add flags</td>
<td></td>
</tr>
</tbody>
</table>

**POSITION DETAILS**

For student positions fill out only those with numbers 1-14. Then select the Student Merge Document.

**Employee Type**: All Other Pooled Positions

1. **UNI:**
2. **Tentative Start date**: Jan 1, 2023
3. **Tentative End date**: Apr 14, 2023

For student appointments, please enter the last day of the semester or the last day worked.

For positions without end dates, please select 31 Aug 2049.

**Supervising Department**

**4. Hours per week**: 15

**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: Salary**
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 full appointment amount
- 10 - enter “0” hourly rate
- 11 - enter “0”

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

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

- Courses taught by Adjunct/Part Time Instructor
- Department Chair - Name

If left blank, you will receive an error in Step 4 as your offer letter will not be properly merged.

**NOTE:** If these fields are not entered for Community Teacher or PT Instructor roles, the offer letter will be incomplete (which is a compliance violation) and will be declined by the approver.

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**ACADEMIC APPOINTMENT DETAILS**

Program Name: ____________

Courses taught by Adjunct/Part-Time Instructor: TCH101

Department Chair - Name: ____________

No user selected

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STEP 3.3
Go to 12 - Onboarding form.

- For new hires, select Standard Post Offer
- For current employees, select Current Employees Post Offer

For 13 - Onboarding Workflow, select PT Instructional

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

(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.

**Do not change status**

The following fields will be automatically updated by the system
**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. Scroll down to the **Part Time Instructional** folder.

For Community Teachers:
- Select **Offer Letter**: Community Teachers
- Select **Pay Rate Notice**: Community Teachers

For PT Instructors and Fee Based Instructors:
- Select **Offer Letter**: PT Instructor
- Select **Pay Rate Form**: PT Instructors

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 from steps 3 - 3.3. 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 Self Approval: Pooled Positions Only

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STEP 5.1
In the approval line, select your name as the user. 
*You can type in your 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. 
Scroll to the bottom of the offer card. You will see additional action buttons. 
Click *Approve*. 
Your offer card will close and is ready for sending.

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 dependent on recruitment process.*
**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**

Please note: All Part Time Instructors and Community Teachers must go through a background check conducted by HR.

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