7. PREPARE AND EXTEND AN OFFER

When you select an applicant to hire, you need to prepare and extend an offer of employment. To accomplish this, you need to know how to perform certain key activities in Hiring Center, the new Staffing tool, including: how to prepare and route offer details for approval, approve offer details, and create and print and/or e-mail the offer letter. Information on how to complete these activities is covered in the proceeding sections.

Key Activities Covered In This Section

A. Preparing And Routing Offer Details For Approval

After the Hiring Authority interviews and selects a prospective applicant to hire, the Hiring Authority needs to prepare and extend an offer of employment. Preparing the offer involves first establishing the offer details including: the specific terms of employment, for example the position title and base pay and the expected start date associated with the position. Once the offer details are prepared, they must be routed for approval to the appropriate people. Hiring Authorities can use Hiring Center to route the offer details electronically to the designated approvers.

B. Approving Offer Details

Once the offer details have been routed for approval, the designated approvers can login to Hiring Center to review and approve them. Each individual who is specified as an approver must review and approve the offer letter before it is finalized and sent to the prospective applicant. The Hiring Authority can then use Hiring Center to track if and when the offer details were approved and by whom.

C. Creating and Printing/E-mailing an Offer Letter

After the offer details have been prepared, routed, and approved, the Hiring Authority can either print and mail or e-mail the offer letter to the applicant. The Hiring Authority is responsible for sending the offer letter to the applicant and obtaining the applicant's decision to accept or decline the offer.

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Important Terms & Concepts You Need To Know

•	Applicant – A person who submits a State of Florida application. The application may
	either be submitted to apply for a specific position or to indicate interest in an employment
	opportunity for any occupation within the State of Florida. There are three types of
	applicants. Each type is defined by the type of employment opportunity they can apply to:

- ✓ Applicants who can apply to Internal Agency Opportunities are those currently employed by the Agency, including OPS employees.
- ✓ Applicants who can apply to State Personnel System Opportunities are those who are currently employed within the State Personnel System.
- ✓ Any person can apply to an External Opportunity.
- Button A box that can be clicked to perform a certain action within the system.
- Candidate An applicant who has been selected for an interview. For the purposes of Hiring Center, the new Staffing tool, the term Candidate is not used. Applicant is used from when an individual submits an application to when they are provided with an offer of employment.
- **Check Box** A box which when clicked indicates that a certain action should be performed against the entity next to it. When the box is clicked, it is filled with a black check mark.
- Default When information within a field is pre-populated.
- **Drop Down Box** A field that has a list of options from which to choose. A drop down box is usually indicated by having a set of arrows on its side.
- Field A place in the system where free-form text can be entered.
- *Hiring Authority* State management employee responsible for the selection and hiring of candidates who has authority to extend offers of employment. The Hiring Authority works in concert with specialists to ensure that proper sourcing and recruitment functions are followed. The Hiring Authority is also the individual who is the Manager/Supervisor of the position on the organizational structure.
- *Hiring Center* An integrated and automated applicant tracking system that helps users organize and share information used to support the Staffing process.
- HTML An Internet-based language that is used to display information as it would appear on a web site. An e-mail notification can either be sent in plain text or HTML, depending on the applicant's preference. In either case, the information contained in the notification would be the same.
- *Letter* There are various types of letters that you can send to an applicant or candidate throughout the Staffing process, such as offer and rejection letters.
- Link A word or set of words which, when clicked, direct you to specific information.
- Login The process of identifying yourself within the system. This typically includes
 providing a User ID and Password. To perform most activities within the People First
 system, you only need to login to the system once. This is referred to as single sign-on.
 The only exception to single sign-on is when you are applying for an employment
 opportunity.

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- **Menu** A drop-down list of options that appear when you click on a given word within the system.
- Navigate How you move from screen to screen within the system.
- Note A piece of information that is indicated on an applicant or candidate. Notes are a helpful way to convey important information to multiple individuals involved in the Staffing process.
- **Notification** An e-mail that is sent to an individual informing and/or reminding them of a certain activity or piece of information.
- Offer Details The key pieces of information that are used to populate an offer letter.
- Offer Letter A written contractual agreement of employment between the State of Florida and a prospective hire that provides the specific terms of employment, including the position, title, salary, and expected start date.
- Offer Package Materials sent to a candidate selected for hire. The package should include the formal offer letter and any supplemental information, relevant to the position or candidate.
- People First Web Site One of the self-service tools available to perform key human resources-related activities. You can access the People First web site by going to https://peoplefirst.myflorida.com.
- **Pre-Populate** When the system automatically enters information in a field so you do not have to enter it yourself.
- **Radio Button** A circle that can be clicked on to indicate a specific choice. When the circle is clicked, it is filled with a black dot.
- Recruiting Team Individuals who are involved in the staffing process for a specific requisition. Members of the recruiting team can be involved in approving the requisition, interviewing candidates or approving an offer for a candidate.
- Requisition A request to fill a vacant position or to advertise to fill a vacancy.
- Scroll Refers to using the bar on the right-hand side of the screen to move up and down on a page or screen.
- **Tab** A place on a screen that you can click to access specific information.
- **Template** A predefined format for a specific document. Templates are then customized by entering key pieces of information.
- **Toolbar** A group of tools that you can use to navigate the system.
- Work Schedule Established work hours and schedule including optional break times for different groups of Employees.

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A. I	How Do I	Prepare	And Route	Offer	Details	For	Approval?
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- In order to prepare offer details, you first need to login to the People First web site. Once you login, you are directed to the People First Home Page, which is shown below. On the People First Home Page, click on the Staffing tab. This directs you to the Hiring Center Home Page.
 - For more detailed information about how to login and navigate the People First web site, please reference the Navigating the People First Web Site activity.

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2. In Hiring Center, click View | Applicants | By Status from the Hiring Center toolbar shown below.

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- 3. You are directed to the **Applicants By Status** screen, as shown below. Click on the **Applicant Name** to access the applicant for whom you want to view offer details.
 - If you have a long list of applicants, you can search for a specific applicant by selecting the radio button next to the search criteria you are using, entering either the Status or the Applicant Name in the search bar and clicking Find.

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 Note: An asterisk (*) denotes a required field a user must complete on the screen.

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5. On the Activity Update screen, shown below, click Yes on the corresponding radio button and click Ok.

People First User Guide Version Date: 1/20/2006 Note: An asterisk (*) denotes a required field a user must complete on the screen.

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STAFFING

 On this screen, you can make any additional changes to the approval list such as adding additional approvers at various stages of the approval process, resetting the status of an approver or deleting an approver.

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Key field definitions on the Change Approver List screen include:

To make additional changes to the approver list, click the appropriate radio button, check the approver's name and click Go.

	Field Name	Field Description
а	Level	 Approvals can either occur sequentially or in parallel. Sequential approvals mean that one individual approves the offer and then it is routed to the next approver and so on. Parallel approvals mean that two or more individuals can review and approve the offer at the same time. The levels correspond to when the approver is presented with the offer. For example, a 1st level approver would see the offer first before it is presented to a 2nd level approver.
b	Overrider Name	The Overrider Name can be used to designate an individual who can override a given approver.

12. You are then presented with the **Details** tab again, a portion of which is shown below. On the Details tab, click on the **Send Offer Approval Notifications** link.

People First User Guide Version Date: 1/20/2006 Note: An asterisk (*) denotes a required field a user must complete on the screen.

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If you continue to scroll down on the Offer tab, you can view the offer details. This is a critical step prior to approving or disapproving the offer.

People First User Guide Version Date: 1/20/2006 Note: An asterisk (*) denotes a required field a user must complete on the screen.

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prove the offer	Name Level Status Date Override Name	
	Monika Means 1st Pending	
	Barry Appleby 2nd Pending System Administrator 3rd Pending	
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C. How Do I Create & Print (Or E-mail) An Offer Letter?

 Once you have received approval on the offer details, you can create and print and/or email the offer letter. To perform this activity, you need to access Hiring Center by clicking on the Staffing tab on the People First Home Page. You are directed to the Hiring Center Home Page. Click View | Applicants | By Status from the Hiring Center toolbar shown below.



- 2. You are directed to the **Applicants By Status** screen, as shown below. Click on the **Applicant Name** of the applicant for whom you want to create an offer letter.
 - If you have a long list of applicants, you can search for a specific applicant by selecting the radio button next to the search criteria you are using, entering either the Status or the Applicant Name in the search bar and clicking Find.

On this screen, you can view each applicant and identify where they stand in the Staffing process. For example, Belle Ball has been identified as an applicant for the Accountant I position.

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Ball Belle (E)	Child09	ABUSE REGISTRY SUPER	VISOR - SES Applicant Ide	entified (Active)	4/24/2003	0/0

- 3. You are directed to the **Details** tab for the applicant you selected. A portion of the Details tab is shown below. Click on the activity **State: Create & Send Offer Letter**.
 - On the Details tab, you can see each of the activities that need to be performed for the applicant you selected. For each activity, you can see the status, the date that the last action was taken against that applicant and who the action was taken by.

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A red "x" indicates that the activity is contingent on the completion of the preceding activity. For activities marked with a red "x", there is no hyperlink until the preceding activity is completed. For example, you cannot create & send an offer letter until you sent the offer details through the approval -process. Move your mouse over the red "x" for more information.

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- 4. From the Create Letter screen, shown below, select the Letter Template from the drop down menu and click OK. Then, select the Letter Closing and the Return Address and click Ok.
 - The letter template that you select is pre-populated on the screen. In this case, you • would select the Offer Letter Template, as shown below.

File View	My Hiring Center Bui	ld Search	Window Help		Hiring Center	
REQUISITIONS	APPLICANTS	PORTFOLIOS	MY APPLICANTS	(1) (+) (+) (1)		
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а	Letter Template	A	letter template	contains the basic	information for a	
le First User Guide : An asterisk (*) deno	tes a required field	Vers a user mus	sion Date: 1/20/2 st complete on th	2006 ne screen.		14

STAFFING Field Name **Field Description** specific type of letter. The template is then customized by populating certain key fields. There are several templates available for you to choose from. 5. The Create New Letter screen appears, as shown below. Input the appropriate information directly into the letter and click Ok. The body of the letter is displayed as formatted rich text. Check the View HTML Source Box to show any HTML formatting tags within the text message. Hiring Center REQUISITIONS APPLICANTS a c a document... Create New Let Create New Letter cancel Candidate: Prepared by: Type: General Offer Letter - Emplymt Agrmt Enclosed Peggy Deutch Rachel Shav Use the toolbar to Paragraph - Font 💽 Size 🗸 🔽 View HTML source 🛛 🕹 🖺 🖪 🛛 🖳 🗄 🖉 🗮 🗮 🗮 🗮 🗮 🗮 🗮 make any additional modifications to the [[ReturnAddress]] letter text, such as font color and size. Thursday, April 24, 2003 ({Salutation}) Peggy Deutch 516 Sussex Dr. Huntsville, AL 35824 {{HomeCountry}} Dear Peggy I am pleased to offer you employment as a(n) _ __[describe position] at our company in _ *[state]* at a rate of [city], [hour or day or week or month, as the case may be]. As we have discussed, your work schedule will be \$ per Enter relevant [Monday through Fridays from 9 a.m. to 5 p.m. or other schedule as the case may be]. Your first day of work will be _____ [date]. Either you information in the offer or I can terminate this employment relationship for any reason by giving _ _[amount of time] notice letter template here. Enclosed are two copies of a contract of employment that constitutes all of our agreements and understandings regarding your employment. There are no other written agreements regarding your employment and no one else is authorized to make any other agreements. If you choose to accept this offer of [date]. I hope you will accept this offer of employment. Thank you for your time employment, return a signed copy of this contract to me by _ and attention to this matter. 6. You can view and print the letter by clicking the letter Type that is displayed in the Notes and Letters tab of the applicant document, as shown below. To navigate to the Notes and Letters tab, click on the Applicants tab from the top toolbar. The Notes and Letters tab is the fifth tab on the secondary toolbar as shown on the screen. For each letter type, you are able to see the name and author of the letter as well as • the date that the letter was created. People First User Guide Version Date: 1/20/2006 15 Note: An asterisk (*) denotes a required field a user must complete on the screen.

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	Wednesday, April 23, 20	103			
	Peggy Deutch				
	516 Sussex Dr.				
	I BUUSVIIE AL 30674				
	Dear Peggy:				
	Dear Peggy: It is with great pleasure t	hat I am able to offer you a po	sition at {{Location}} as an ACC	COUNTANT I.	
8. C	Dear Peggy: It is with great pleasure t	hat I am able to offer you a po	usition at {{Location}} as an ACC	COUNTANT I.	
8. C	Dear Peggy: It is with great pleasure t lick Print on the s	hat I am able to offer you a po creen below to prin ncel and use the k	nt the offer letter.	y menu) File	Page Setup
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 You can also e-mail an offer letter to an Applicant. To e-mail the offer letter, click the Notes and Letters tab on the Applicant document, shown below and click on the letter Type to display the appropriate letter.

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10. Select File | Email on the Hiring Center toolbar from the Read Letter screen shown below.

1	[KenumA daress]]
	Thursday, April 24, 2003
	((Salutation)) Peggy Deutch
	Huntsville, AL 35824 ((HomeCountry))
.	Jear Decorr
	am pleased to offer you employment as a(n)[describe position] at our company in[city],[state] at a rat bper[hour or day or week or month, as the case may be]. As we have discussed, your work schedule will be Monday through Fridays from 9 a.m. to 5 p.m. or other schedule as the case may be]. Your first day of work will be[date]. Either yo can terminate this employment relationship for any reason by giving [mount of time] notice.
	Enclosed are two copies of a contract of employment that constitutes all of our agreements and understandings regarding your employment. There are other written agreements regarding your employment and no one else is authorized to make any other agreements. If you choose to accept this offit amployment, return a signed copy of this contract to me by <u>[date]</u> . I hope you will accept this offer of employment. Thank you for your time uttention to this matter.
on	uplete the relevant fields on the EMail Letter screen shown below and click Ok to
	the letter to the Applicant

People First User Guide Version Date: 1/20/2006 Note: An asterisk (*) denotes a required field a user must complete on the screen.

EMail Letter
il Letter
formation for the Email
ddeutch@knology.net
AT.
avt-
[[ReturnAddress]]
Thursday, April 24, 2003
cancel

Ke	v Thinas You Need To Ren	nember	STAFFING	
✓	The offer letter serves as a co Florida and the prospective hi	ntractual agreement of employment l	between the State of	(Deleted: ¶
~	The Offer tab located on the a all offer-related information.	pplicant document is the central loca	tion in Hiring Center for	
~	The activities on the Details ta is a key place to look to under	b are updated automatically when ar stand the status of the applicant-rela	activity is completed. It ed activities.	
✓	The People First Service Cent Monday through Friday, Easte available to assist you or answ contact the People First Service	er operates betweens the hours of 8 rn Standard Time (EST). A Service (ver your questions during normal bus ce Center at 1-866-ONEHRFL (1-866	:30 a.m. – 5:30 p.m., Center Specialist is iness hours. You can 6-663-4735).	
le First U	ser Guide	Version Date: 1/20/2006	19	