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## Overview

The job aid will go over the Job Offer functionality in TAM. This includes preparing, editing, rejecting, and accepting the offer in the system. Once an applicant is selected, the first step needed to push the applicant to HR through the Manage Hires process is to Prepare the Job Offer.

## Process Overview (Job Offer to Hire)

Prepare Job Offer	<ul style="list-style-type: none"><li>• Attach a position to the job opening if you haven't already</li><li>• Record the job offer to selected candidate in TAM</li></ul>
Accept Job Offer	<ul style="list-style-type: none"><li>• Record an accepted job offer in TAM</li><li>• Enter the written hiring reason</li></ul>
Reject Job Offer	<ul style="list-style-type: none"><li>• Record that the candidate rejected the job offer</li><li>• Details depend on when in the process the candidate rejects the offer</li></ul>
Prepare for Hire	<ul style="list-style-type: none"><li>• Check if the candidate already exists in STAR</li><li>• Record the hire and start date</li></ul>
Manage Hire	<ul style="list-style-type: none"><li>• Moves candidate's information from TAM to Person and Job</li><li>• HR completes Person and Job entry</li></ul>
Close the Cert	<ul style="list-style-type: none"><li>• Update the Reports of Action (ROA) and applicant statuses</li><li>• Notify non-selected applicants</li><li>• Close the job opening</li></ul>

## Position Maintenance

Regardless of if a position(s) is attached to the job opening, all position maintenance for the position for which the applicant will be hired should be reviewed/updated as soon as possible (provided the incumbent is no longer in the position).

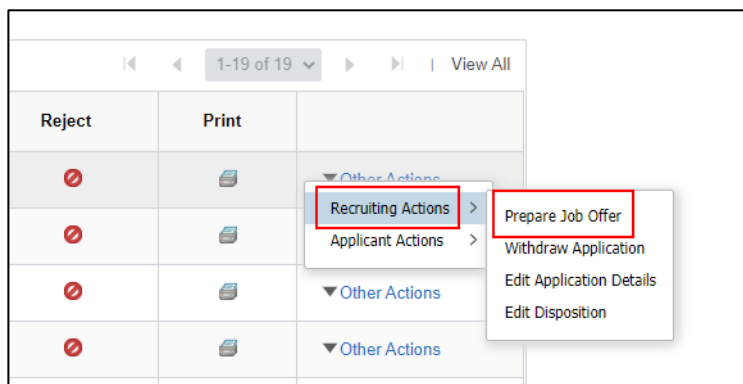
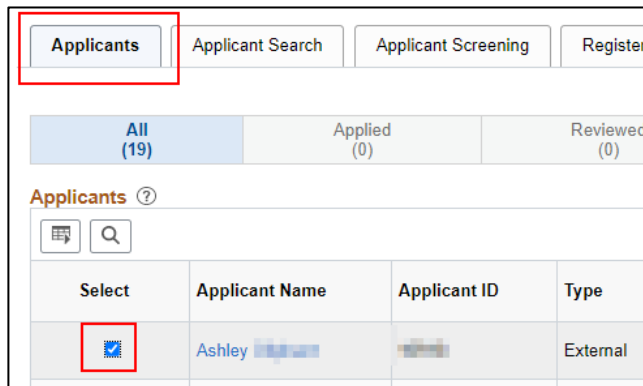
## Prepare Job Offer

Once a candidate is selected, the recruiter will Prepare a Job Offer to start the hire process. Eventually this functionality will include the generation of Appointment Letters, but for now, most the functionality associated with this process has been turned off.

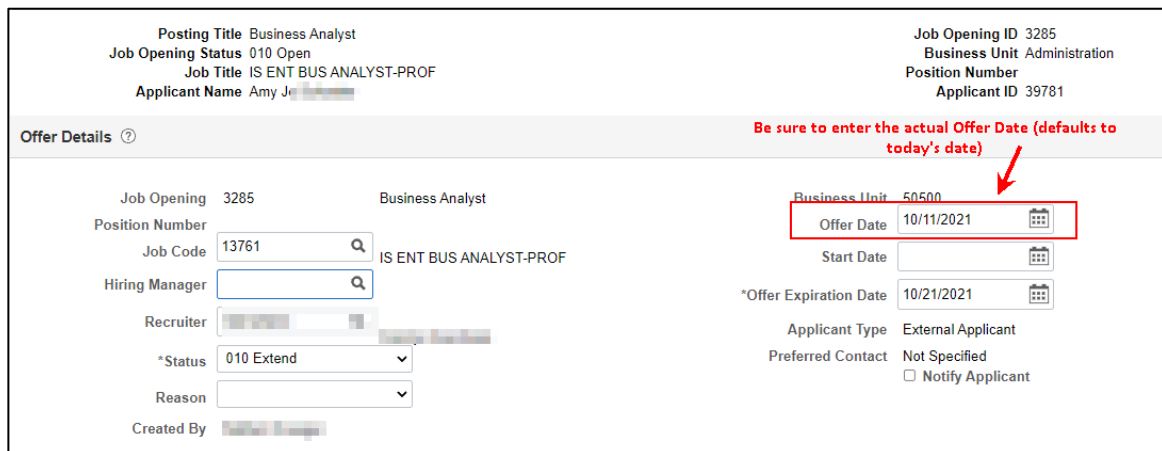
You will need to work out the timing of entering the Job Offer and determine if you want to enter before or after the selected applicant is offered the position. You do not need to track back and forth negotiations associated with the offer. You ultimately want to capture the actual Offer Date and final accepted pay rate.

This step must be completed to start the process that will move the applicant to Hire.

1. From the **Applicants Tab** of your job opening, check the box next to your selected applicant and click on **Other Actions - Recruiting Actions - Prepare Job Offer**



2. If you entered a position number when creating the job opening, the position number and associated job code will populate on the Prepare Job Offer page.
  - a. If there are multiple positions on the job opening, select the applicable position. Only positions entered in the job opening will be available for selection.



- b. If there is no Position information on the Job Opening, when you **Prepare the Job Offer** and you want to be able to select a position when you go through the **Prepare for Hire** process, you must enter the Position on the Job Opening and select it on the Job Offer either at this step or by editing the job offer later to add the Position information.

- i. If there is no Position listed on the job opening, this field will be blank and not editable on the Prepare Job Offer Page.

- ii. You can add a position after the initial offer is accepted by editing the job offer by:
  1. Adding a Position to the Job Opening (do not select the Primary Position box when adding Positions after the Job Opening is created)
  2. Edit the job offer (see the [Edit Job Offer](#) section of the job aid)
  3. Add the Position to the job offer
  4. If this is done prior to the Prepare for Hire process, you will be able to include a Position when you prepare the applicant for hire.
- 3. There is no Hiring Manager security yet so this field will be blank, and you will not be able to select anyone.
- 4. **Status** should equal **010 Extend** and the **Reason** should be blank – the written hiring reason is entered upon acceptance of the offer.
- 5. You need to enter at least 1 Job Offer Component to “create” the job offer
  - a. Select **Base Pay, Offer Amount and Frequency**
  - b. *(Added 10/11/21)* You can also enter any Add-On Pay. Click Add Offer Component.

Component	Offer Amount	Payment Mode
Base Pay	42.00	Cash

Add Offer Component

- i. Select **Add-On Pay** and enter the hourly amount.

*Component	*Offer Amount	Payment Mode	Currency
Base Pay	42.00	Cash	USD
Add-On Pay	2.50	Cash	USD

- c. The candidate does not see this – this is to just push the applicant into the next phase of the process
- 6. Enter the **Offer Date**
  - a. If you enter the information AFTER the applicant is offered the position, be sure to enter the actual Offer Date on the Prepare Job Offer page
- 7. (Added 10/11/21) An Offer Expiration Date will default. This field is required. Update the date as applicable.
  - a. This field really does not impact anything right now because we are not using the online acceptance of job offers.
- 8. If known, enter the **Start Date**
  - a. Field can remain blank at this point
- 9. Click **Submit**

Offer Details

Job Opening: 3347, Office Management Specialist - Division of Capitol Police, Business Unit: 50500, Offer Date: 10/11/2021, Start Date: [blank], \*Offer Expiration Date: 10/21/2021, Applicant Type: External Applicant, Preferred Contact: Not Specified, Notify Applicant: [checkbox]

Position Number: 04810, Job Code: 04810, OFFICE MANAGEMENT SPECIALIST, Hiring Manager: [blank], Recruiter: [blank], \*Status: 010 Extend, Reason: [blank], Created By: Nicole Zimm

*Component	*Offer Amount	Payment Mode	Currency	Frequency
Base Pay	42.00	Cash	USD	Hourly
Add-On Pay	2.50	Cash	USD	Hourly

Offer Letter: [blank], Date Printed: [blank]

Buttons: Save as Draft, **Submit**, Post, Unpost, Add Revised Offer, Delete Offer, Edit Offer, Generate Letter, Upload Letter, Email Appli

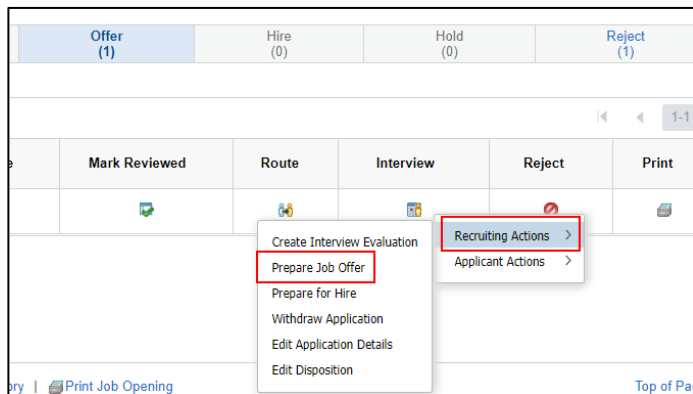
10. The applicant will move to **Offer Status** on the **Applicants Tab** and their disposition will be updated to **Offer**.

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume
<input type="checkbox"/>	Craig [redacted]	10151	External	Offer	[icon]	[icon]

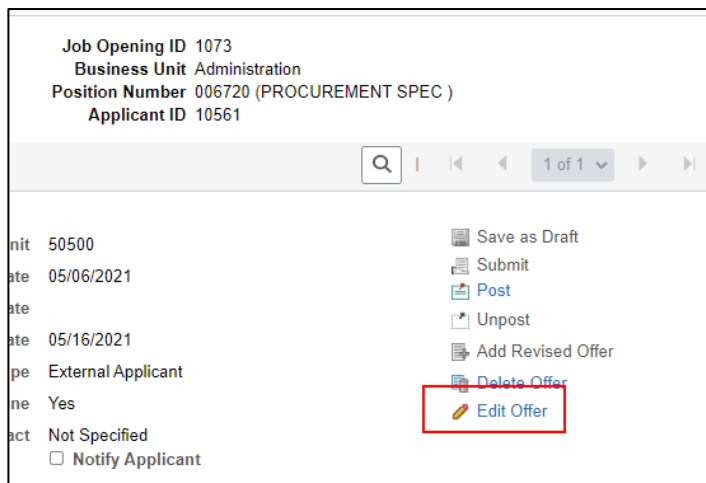
## Edit Job Offer

If the initial job offer entered is not the final job offer (ex. there is a salary negation), you can edit the job offer. You can also use the Edit Job Offer functionality to add Position information if not included when initial job offer was accepted (see Step 4). If you are interested in tracking all the back and forth offers as part of salary negotiation, see the [Tracking Multiple Offers](#) section of the job aid.

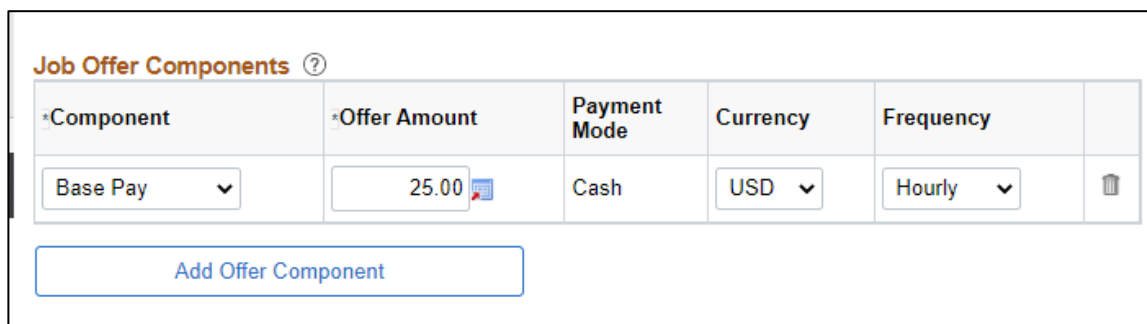
1. From the **Applicants Tab** (Offer section), click on **Other Actions – Recruiting Actions – Prepare Job Offer**. This will bring you back to the original job offer.



2. Click on **Edit Offer** (or **Delete Offer** as the case may be)



3. All the fields in the original offer will open and you can update as needed.



4. If you want to add Position information to an offer that did not initially have Position information:

- a. Add the Position(s) to the Job Opening
- b. Under **Offer Details**, click on the magnifying glass in **Position Number** and select one of the Positions listed on the Job Opening.

**Offer Details** ?

Job Opening 1019 Wisconsin State Patrol 67th Recruit Class

Position Number

Job Code 65980 STATE PATROL INSPECTOR

**Offer Details** ?

Job Opening 1019 Wisconsin State Patrol 67th Recruit Class

Position Number 000062 STATE PATROL TROOPER

Job Code 65970 STATE PATROL TROOPER

- c. Once the update is submitted, the Position information will be included in the Prepare for Hire process.

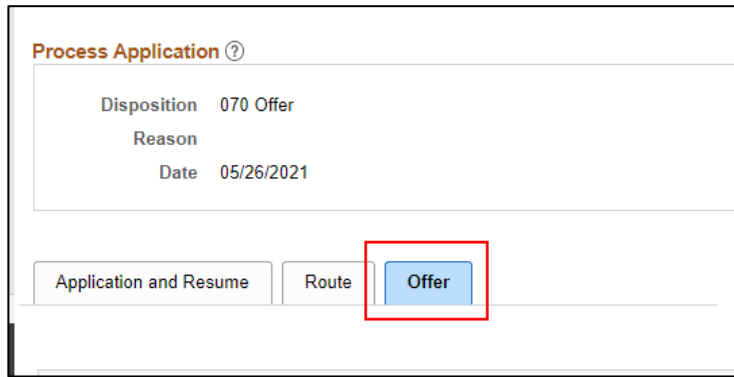
5. Click **Submit** once all updates are made.

- Save as Draft
- Submit**
- Post
- Unpost
- Add Revised Offer
- Delete Offer
- Edit Offer

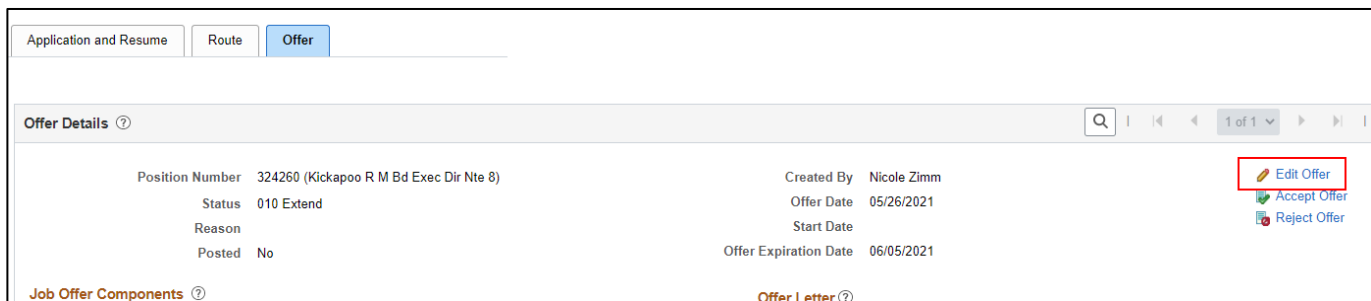
6. The offer can also be edited by clicking on the applicant's application.

Applicant Name	Applicant ID	Type	Disposition	Application
Ashle		External	Accepted	
Danie		Employee	Offer	
Elizab		External	Offer	

- a. From the **Manage Application** page, go to the **Offer Tab**.



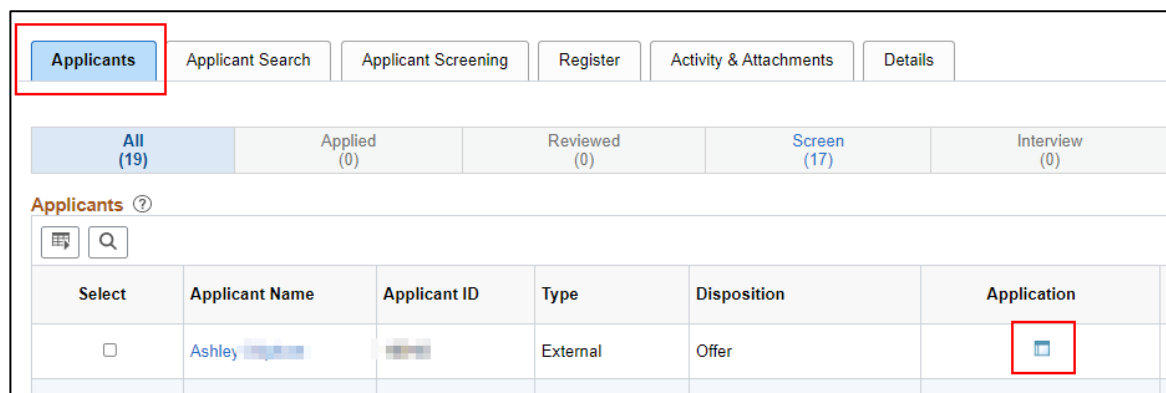
- b. Click **Edit Offer**. Follow the previous steps to edit the offer. You can also Accept and Reject the Offer from this page.



## Tracking Multiple Offers

If you are interested in tracking all the offers associated with salary negotiation, instead of just capturing the final offer information (as described in the [Edit Job Offer](#) section of the job aid), you can do the following:

1. Click on the applicant's application from the **Applicants Tab**



2. Go to the **Offer Tab**



**Process Application** ?

Disposition 070 Offer  
Reason  
Date 06/01/2021

Application and Resume   Route   Offer

3. Click **Reject Offer** to reject the initial offer for a reason of **Base Salary**. Click the **Reject** button.

Edit Offer  
Accept Offer  
Reject Offer

**Reject Offer**

Status 110 Offer Rejected  
Reason Base Salary

Reject   Cancel

4. **Add Revised Offer** will now be available for selection on the Offer Tab.

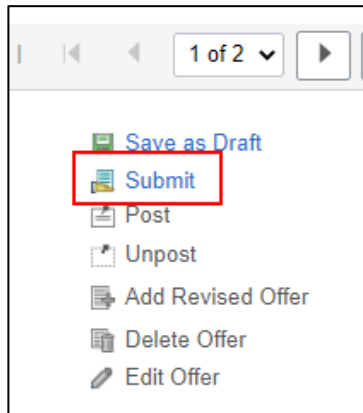
Edit Offer  
Add Revised Offer

5. Enter the revised offer information.

**Job Offer Components** ?

*Component	*Offer Amount	Payment Mode
Base Pay	55.00	Cash

6. Submit the offer.

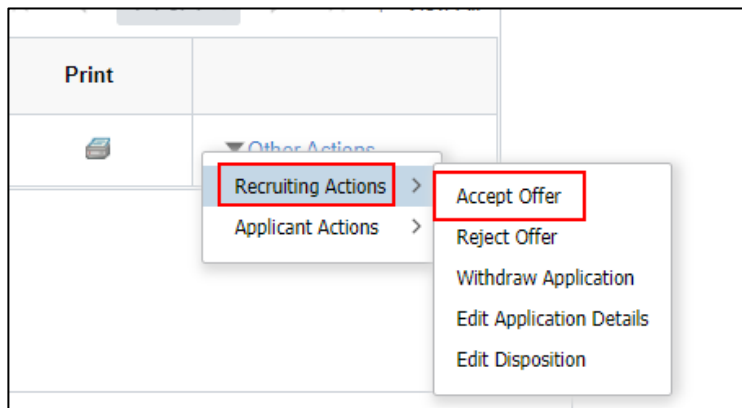


7. You will now have a history of all offers.

## Candidate Accepts Offer

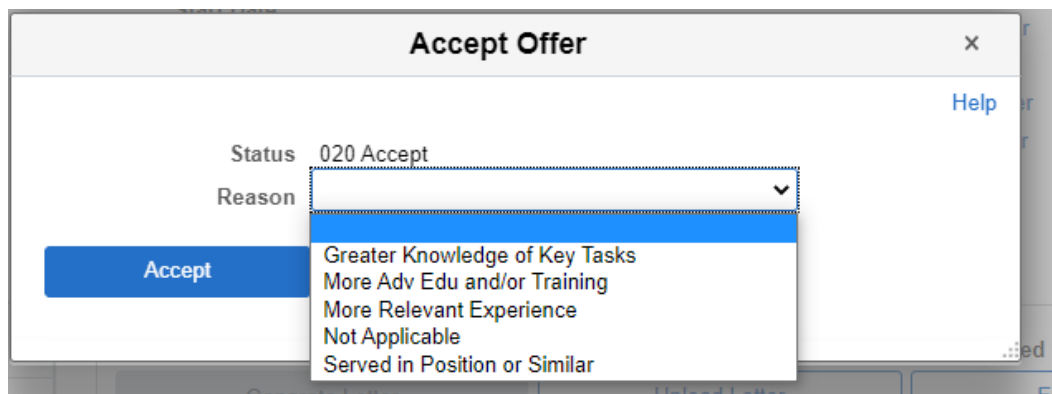
Once the candidate accepts the offer, you need to accept the offer to move the candidate to the next step.

1. Select the candidate from the Applicants Tab – Offer section and go to **Other Actions - Recruiting Actions - Accept Offer**

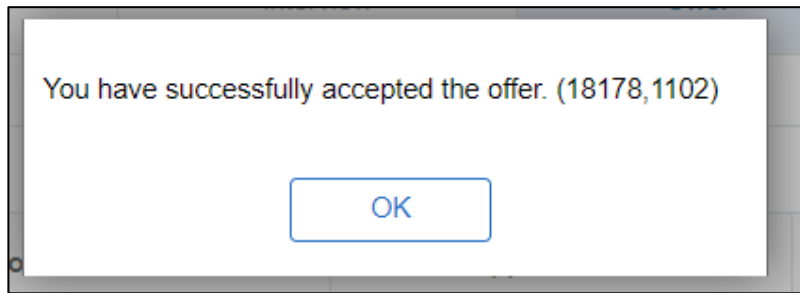


2. Select the written hiring reason

- a. When you click **Accept Offer**, the following will display. This is where you select the **Written Hiring Reason**. This field is REQUIRED for enterprise reporting purposes.
- b. Select the applicable reason and click **Accept**.



- The following will display. Click **OK**.



- The applicant will remain in Offer Status and their Disposition will be updated to **Accepted**.

Applicants   Applicant Search   Applicant Screening   Register   Certifications   Activity & Attachments   Details

All (13)   Applied (0)   Reviewed (0)   Screen (0)   Interview (0)   Offer (1)

Applicants ?

☰   🔍

Select	Applicant Name ^	Applicant ID	Type	Disposition ^	Application	Resume	Mark Reviewed
<input type="checkbox"/>	Dean Winchester	1008	External	Accepted			

- See the [Prepare to Hire job aid](#) for the next steps that should be followed once the applicant accepts the offer.

## Candidate Declines Offer/Job

If a candidate declines the offer (**aka declines the job** – this does not mean the back-and-forth salary negotiation), the next steps depend on when in the candidate declines the offer/job.

### Updating the ROA

Regardless of when the candidate declines the offer/job, you should update the ROA on the Certification as part of the process.

- Go to the **Certification Tab**
- Select the applicant and click **Update ROA for Candidate(s)**

<input checked="" type="checkbox"/>	70.000	
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Select All   Un-select All

**Actions**

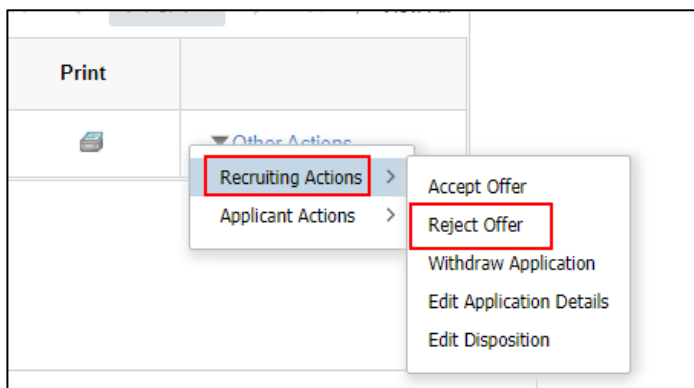
Update ROA for Candidate(s)   Get More

- Enter **Declined Offer** or other applicable Report of Action. Click **Save**.

### Candidate Declines Offer/Job During Job Offer Phase

If the candidate declines the offer/job during the job offer phase and the applicant is still in Offer status (you have not gone through the Prepare for Hire steps), you need to reject the offer.

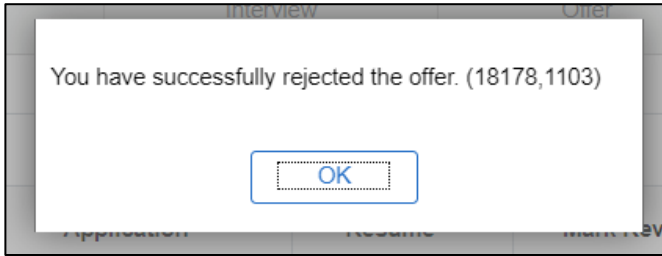
1. From the Applicant Tab, go to **Other Actions – Recruiting Actions – Reject Offer**



2. A **Reject Offer** box will display

- a. Select the applicable Reason (or leave blank) and click **Reject**

3. You will receive a confirmation message once rejected. Click **OK**.



4. The applicant who rejected the offer will remain in **Offer** status. Click the **Reject button** in the row associated with the applicant who rejected the offer.

Application	Resume	Reject	Print	
				▼ Other Actions
				▼ Other Actions

6. The following will display. Select the applicable **Reason**.

**Reject Applicant**

[Help](#)

**Applicant to Reject**

Applicant ID	Name	Job Opening	Delete
		1105 - Kickapoo Reserve Management Board - Executive Director	

**Disposition**

Disposition

Reason

Clone | Refresh | Add

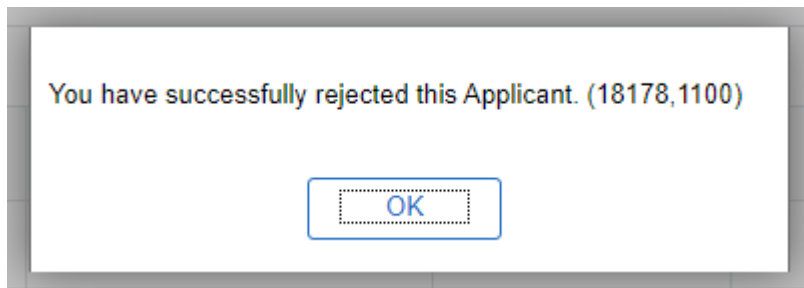
7. Click **Reject** to move the applicant to Reject OR **Reject and Correspond** which will Reject the applicant and open a window where you can send an email to the applicant.

**Disposition**

Disposition

Reason

8. Once rejected the following will display. Click **OK**.



9. The applicant will now appear under **Reject** and have a Disposition of **Reject**.

Screen (17)	Interview (0)	Offer (1)	Hire (0)	Hold (0)	Reject (1)
1-1 of 1   View All					
Disposition	Application	Resume	Print	Other Actions	
Reject					

### Candidate Declines Offer After Prepare for Hire but Before HR Entry is Complete in Job

If the selected applicant declines the offer after they are moved to Manage Hires through the Prepare for Hire process, **but HR has NOT completed the entry in Job**, you must withdraw the hire.

Before withdrawing the hire, you should confirm that status of the hire.

1. Go to the **Manage Hires** page (**Navigation:** Workforce Administration > Personal Information > Manage Hires).
2. Confirm that the applicant you want to withdraw is still listed on the **Manage Hires** page.
  - a. Make sure the search parameters match when the applicant was supposed to start the job.

#### Manage Hires

The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.

**Manage Hires**

\*Select Transactions Where Start Date ▼

From 05/16/2021 To 06/05/2021 Refresh

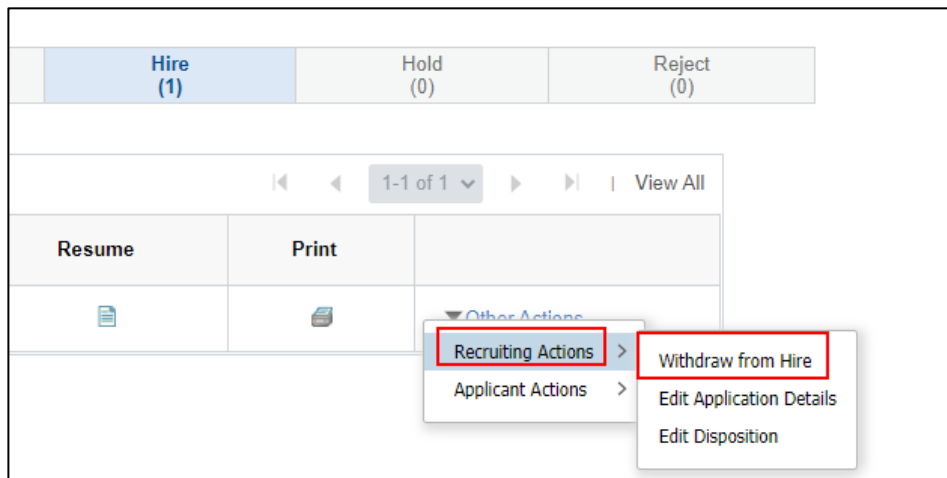
**Hire Transactions**

Select	Start Date	Status	Name	Person ID	Type of Hire	Source
<input type="checkbox"/>	05/31/2021	Requested	Ashley		Hire	Recruiting Solutions

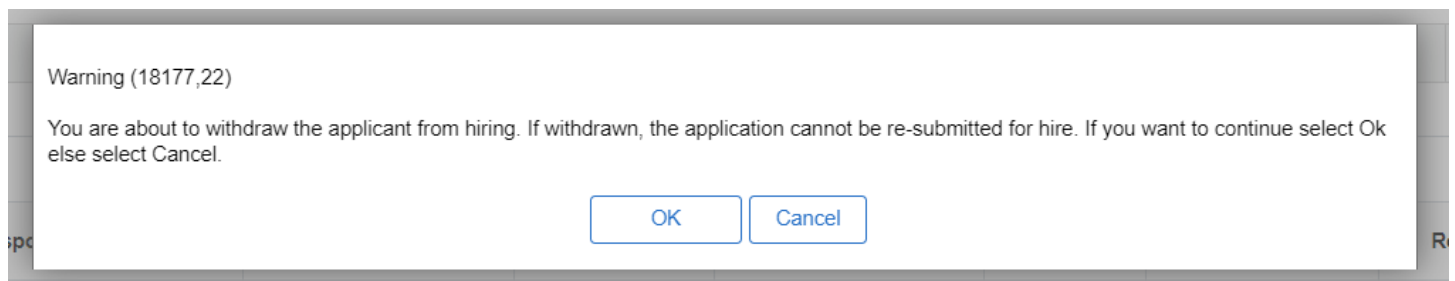
- If the applicant is still listed, you can withdraw the hire based on the steps below. If no longer listed and the HR entry is complete in Job, see the [Candidate Declines Offer After Entry Complete on Job](#) section of the job aid.

Once you confirm the applicant is still listed on the Manage Hires page, you can do the following to withdraw the applicant from Manage Hires.

- From the Applicants Tab, go to the applicant in Hire status and click on **Other Actions – Recruiting Actions – Withdraw from Hire**.



- The following message will display. Click **OK**.



- You will technically be withdrawing the applicant from the Job Opening. You will not be able to hire the applicant for the job opening.
- On the Withdraw from Hire Screen, select **Did Not Start** as the Reason and click **Withdraw**.



8. The applicant will be moved to **Reject Status** with a disposition of **Withdrawn**.

Screen (17)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (2)
1-2 of 2   View All					
Disposition	Application	Resume	Print		
Withdrawn				Other Actions	

9. The applicant will be removed from the **Manage Hires** page.

### Candidate Declines Offer After Entry Complete on Job

Once the applicant is no longer on the Manage Hires page and HR has completed the hire entry on Job, you will need to do the following to update the applicant's status.

1. If the selected candidate was already pushed to Hire and the job entry is complete, HR will need to terminate the job by adding a row to job and using the **Termination / Accepted Offer – Did Not Start** action/action reason.

**Work Location Details** 1 of 2

\*Effective Date: 05/31/2021 Go To Row

Effective Sequence: 1

HR Status: Inactive

Payroll Status: Terminated

\*Action: Termination

Reason: Accepted Offer - Did Not Start

\*Job Indicator: Primary Job

Future

2. Go back to the Job Opening and **Reject** the applicant from the **Applicants Tab (Hire)**

Hire (1)	Hold (0)	
1-1 of 1		
Resume	Reject	Print

3. Select the most applicable Reject reason (ex. Offer Rejected) and click either **Reject** or **Reject and Correspond** to reject the candidate.



**Applicant to Reject**

Applicant ID	Name	Job Opening	Delete
[REDACTED]	[REDACTED]	1105 - Kickapoo Reserve Management Board - Executive Director	

**Disposition**

Disposition: 110 Reject  
Reason: Offer Rejected

Reject    Reject and Correspond    Cancel

4. The recruiter can then move to other available candidates within the Job Opening.