NON STUDENT TEMPORARY
JOB OFFER CHECKLIST AND CHEAT SHEET

Items to check prior to extending the verbal contingent job offer:

1. ____ Has the salary or negotiable salary range been determined and approved?
2. ____ Has the Restricted Table check been completed for the selected candidate with satisfactory results?
3. ____ Have ImageNow/WebNow personnel file been reviewed with satisfactory results?
4. ____ Have reference checks been performed on the selected candidate with satisfactory results?
5. ____ Have the prescreening questions and answers been reviewed on the selected candidates Application document and any issues resolved?
6. ____ Is the selected candidate a UM Ann Arbor student? If so, stop now and complete the hire via the Student Temporary hire process and system.

EPC & Unit Offer Checklist:

1. ____ Has the offer information been finalized and accepted by the selected candidate?
2. ____ Has a Contact Note been created indicating the employee's actual first date of employment on the subject line? **NOTE: THIS STEP FOR ANN ARBOR CAMPUS ONLY**
3. ____ Is this the last position being filled on an "Unlimited" job opening? If so, don't forget to close the job opening.
4. ____ Do all other candidates (besides the selected one) have an appropriate disposition?
5. ____ Have you contacted any other departments the selected candidate is currently working in to coordinate working hours and/or determine any overtime liability?
6. ____ Have all the offer fields been populated correctly? See cheat sheet below. Have all the correct approvers been identified and added in the correct order?
7. ____ Is the appropriate EPC identified as the primary and final offer approver?
8. ____ Has another approver been identified, other than the EPC, who is responsible for managing the disbursement of funds for your unit?
9. ____ Has the background check been completed with satisfactory results?

Unit Cheat Sheet: Use the field descriptions below for reference during the NST Job Offer preparation and/or review

Navigation: MENU > RECRUTING > FIND JOB OPENING (search for & select job opening) > use drop down box in TAKE ACTION column and click on PREPARE JOB OFFER (in row of selected candidate)

FIELD	**REQUIRED**	**DESCRIPTION / COMMENTS**
Offer Details		
Job Opening	Yes	Defaults from Job Opening; no action needed
Appt Department	Yes	Defaults from Job Opening; no action needed
Job Code	Yes	Defaults from job opening. In case of an under fill, ensure correct Job Code appears
NEO Date	No	Enter date if temporary hire is required to attend NEO
Appt Begin Date	Yes	Defaults from job opening if date was entered during creation; otherwise enter date or use calendar icon to select start date
Offer Date	Yes	Defaults to current date; may be changed if appropriate
Supervisor ID	No	Type in or use finder icon to select Supervisor; information will populate over to Manager Desktop. Note: if using finder icon, type search parameters in before clicking "Look Up" to avoid long search times, as all active UM employees are available for lookup
Posting Contact	Yes	Defaults from job opening; may be changed if applicable; EMPLID "Look Up" is available to search for posting contact. Note: The contact receives daily digest of new hires that have not completed self-service onboarding.
Letter/Date Printed	No	Generates letter to selected candidate; drop menu available only after offer has been approved and status is "accepted". A copy of the generated letter is stored in the Contact Notes for the selected candidate
Status	Yes	Populated automatically; no action needed until offer is approved. Must then be changed to "Accepted" in order to complete the Prepare for Hire panel
Reason	No	This refers to the reason for the offer status. Not all offer statuses will have an associated reason
Created By	Yes	Defaults the name of the person creating the offer
Job Details		
Pay Group	Yes	Populates automatically to Regular Bi-Weekly; no action required
Comp Rate	Yes	Enter the compensation rate in an hourly value
Frequency	Yes	Defaults based on job code; no action required
Salary Range	Yes	Defaults to the salary range suggested for the job code; a warning message will appear if the compensation rate is outside of this range
Department Budget Earnings		
Effective Date	Yes	Enter the appropriate date
Sponsored Project Pool	No	Use Drop down box to select Sponsored Project Pool if applicable
Funding End Date	No	Enter funding end date if used by department processes. Will not end pay.
Shortcode	Yes	Enter shortcode or use finder icon to select appropriate Shortcode. Press tab to populate the related hard coded fields of Fund, DeptID, Prog, Class, Proj/Grt. Note: additional shortcode(s) may be included by clicking + located on the far right side of the panel. If adding a shortcode, a blank panel generates; click View All to see all panels on one page
% Dist	Yes	Enter % Dist related to Shortcode. Press tab to populate the related hard coded field of Comp Rt Dist. Total of all shortcodes entered must = 100%
Offer Comments to include: any special information related to the hire or information on job offers that have been withdrawn or rescinded. Comments should be entered prior to changing the Offer status to Withdrawn or Rescinded.		

Revised: 1/20/15

Offer Approvers + Add Approvers	Yes	Populates over from the job opening and should be updated. Note: The EPC is the primary and final approver and who is responsible for initiating the background check. Type a number in Seq# field to designate the order of the workflow approval email to each Approver. Type in EmplID or use finder icon to select Approver. Placing a check mark in the Primary field filters the finder icon results to only EPC level employees.
Click Submit to start approval workflow emails		