



**CSU Recruit – Offer Card Approval**

**Human Resources**

*Employment Services*

**Last Revised: 9/12/2024**

General Steps:.....3  
Email Notification .....3  
Offer Card .....4  
What Happens Next? .....8

## **Approving an Offer Card in CSU Recruit**

This section outlines the process for handling the offer details once a Final Candidate is selected for the position. The offer information will be entered into the offer card and routed through the approval process. This process is applicable to both staff and management hires and is managed by the Talent Acquisition team.

To see which Talent Acquisition team member is assigned to your division/area, please [click here](#).

### **General Steps:**

1. After notifying the appropriate Talent Acquisition member, they will initiate the offer card and send it through the appropriate approval process.
2. You will receive an email notification requesting your approval.
3. Review the offer card details.
4. Approve the offer card.

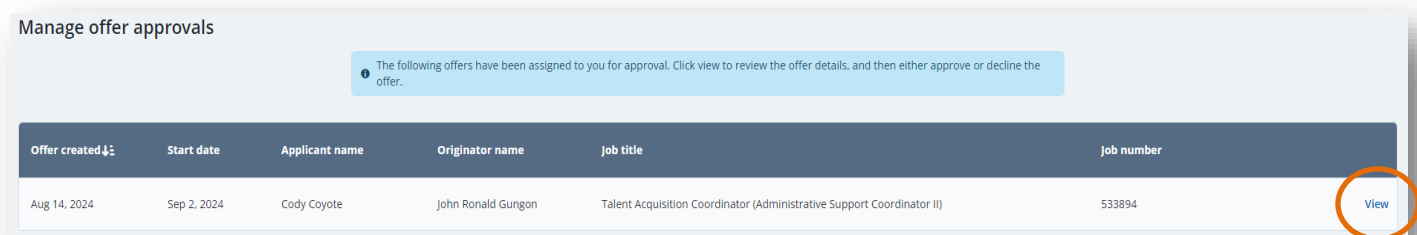
### **Email Notification**

1. On the email, click on the blue hyperlink.



## Offer Card

2. Select the **'View'** button to open the offer card.



3. The Offer card will pop open. Verify it's the correct candidate for the recruitment.

**Cody Coyote (Cody)** Revision history

**Personal details**

Address: 5500 Univeristy Pkwy  
San Bernardino, California  
92407, United States  
Phone: 909-537-1234  
E-mail: codycoyote@csusb.edu  
[View profile](#)

**Current or previous employee details**

**PLEASE NOTE:**  
Once the selection is made and the Offer card is "Saved/Submitted", the selection cannot be edited by system users. In the event of an incorrect selection, do not move forward please contact your Campus Configuration Administrator to submit a "High Impact" JIRA ticket, which includes the correct Employee number from your campus' PeopleSoft environment.













Select current active employee only:  
Employee:  [Q](#) [✎](#)  
No user selected.

**Job details**

CSU Working Title:	<b>Talent Acquisition Coordinator (Administrative Support Coordinator II)</b>
Position Type:	Staff
Campus:	San Bernardino
Division:	Human Resources
College/Program:	Human Resources Div
Department:	HR - Talent Acquisition - HS0250
Time Basis:	Full Time

[Save and close](#) [Submit](#) [Cancel](#) [Approve](#) [Decline](#)

5. Review the '**Position Details**'.

POSITION DETAILS	
Job Code/Employee Class:	Admin Support Coord 12 Mo   Job Code: 1035 
Auxiliary Hire:*	<input type="radio"/> Yes <input checked="" type="radio"/> No Selecting 'Yes' will exclude this new hire from the PeopleSoft integration file.
Hiring Type:	Probationary 
Start date:*	Sep 2, 2024 
End date if applicable:	
Probation End Date:	Sep 1, 2025 
FTE:	1.0
Hours Per Week:	40
FLSA Status:	Non-Exempt 
Union:	California State University Employees Union (CSUEU) 
Union Language:	<div style="border: 1px solid #ccc; height: 40px;"></div>
Mandated Reporter:	Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse... 
NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Sensitive Position:	None 
Conflict of Interest:	None 
Concurrent Hire:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Rehired Annuitant:	<input type="radio"/> Yes <input checked="" type="radio"/> No



6. Review the '**Salary and Compensation**'. The base rate will be entered in as the monthly rate.

**BUDGET DETAILS**

Budget/Chart field/Account string: 123456-SB001-H0220

Pay Plan: 12 Months

Pay Plan Months Off:

Salary Range/Grade:\* 1035-COORDINATOR II-Grade-2  

Minimum: \$ 3,865.00  
Maximum: \$ 6,336.00  
Pay Frequency:

Anticipated Hiring Range: \$3813-\$4081mthly

Maximum budgeted amount:

---

**SALARY and COMPENSATION**

Base Pay Rate:\* 4,000

Unit basis:\* Monthly

Monthly Pay: 4,000

Annual salary: 48,000

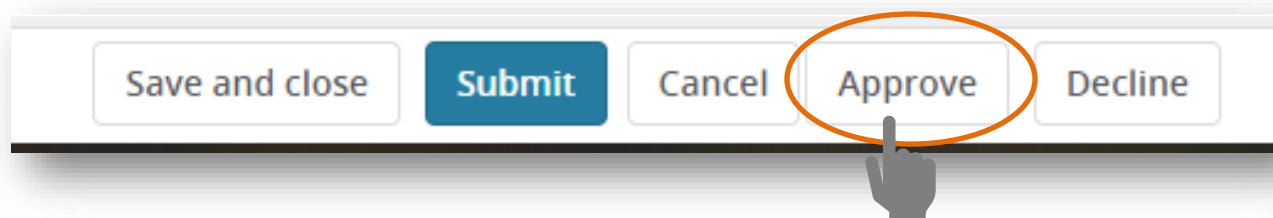
Relocation:

Sign on bonus:

Other supplementary compensation:

Salary notes:

7. Click on **'Approve'**.



## **What Happens Next?**

1. The offer card will be routed to the other stakeholders for approval.
2. Once approved, Employment Services will extend the **verbal** conditional offer to the candidate.
3. Upon acceptance, Employment Services will disposition them to conditional offer accepted and submit them for background check/Live Scan (if needed). You will receive system notifications regarding these updates.