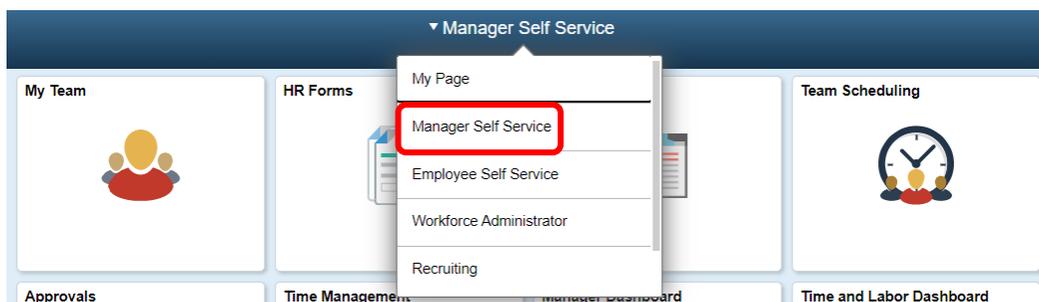


## 1 Approving Job Offers

The following steps occur prior to a job offer needing approval:

1. The selected applicant has had their status changed to “Make Offer” under the “Final Recommendation” area on the Interview Schedule, interview notes have been attached by all interviewers, and interview evaluations have been completed by all interviewers.
2. The designated Talent Acquisition Partner will go into the Job Opening to review the selected applicants’ interview notes.
3. If the applicant selected is external, then a background check form needs to be completed by the applicant and sent to the Talent Acquisition Partner. The Job offer is prepared upon background check clearance.
4. The Talent Acquisition Partner will calculate the salary. The official Job Offer is prepared and submitted in Connect for approval.
5. An e-mail to the AO or HR Associate is sent outlining the details of the Job Offer including:
  - a. Position (Classification)
  - b. PIN
  - c. Start Date
  - d. Salary
  - e. Type: Regular/Contractual/Full-time/Part-time/At-Will
  - f. FLSA: (Non-exempt/Exempt)
  - g. Probation: (6 months, promotional, N/A)
6. The job offer is extended to the applicant.
7. The AO or HR Associate notifies their Talent Acquisition Partner via e-mail of the acceptance or declination of the offer.
8. After the applicant accepts the Job Offer, the Administrative Official approves the pending Job Offer:
  - a. Once logged into CONNECT, click “Manager Self Service” from the page menu.

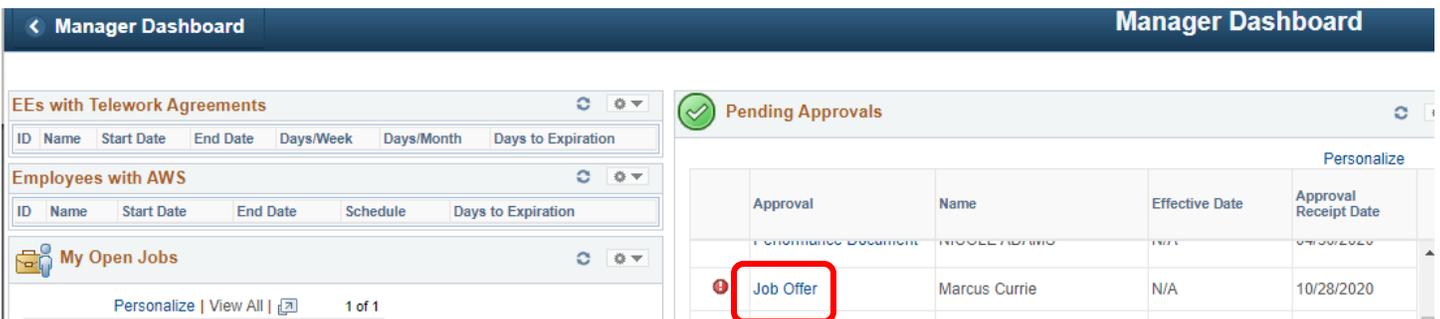


## 2 Approving Job Offers

b. Click the “Manager Dashboard” tile.



c. Click “Job Offer” next to the pending approval you wish to view, from the “Pending Approvals” pagelet.



d. The Job Offer will open for you to review the details. After reviewing the information click the “Approvals” tab to approve the Job Offer.

### Prepare Job Offer

The screenshot shows the 'Prepare Job Offer' page. The 'Approvals' tab is highlighted with a red box. The page displays job offer details for Job Opening 2322, including the applicant name JESSICA KIDWELL and the hiring manager DIANA BROWN. The 'Approvals' tab is selected, and the 'Offer Details' section is visible. The 'Offer Details' section includes fields for Job Opening, Position Number, Job Code, Hiring Manager, Recruiter, Status, Reason, and Created By. The 'Offer Details' section also includes a table for 'Job Offer Components' and a 'Recommended Salary Range' section. The 'Offer Letter' section includes a 'Generate Letter' button and an 'Upload Letter' button. The 'Offer Attachments' section includes an 'Add Applicant Attachment' button and an 'Add Organizational Attachment' button.

Offer Details

Job Opening	2322	Courtroom Clerk	Business Unit	MDJUD	Save as Draft
Position Number	001087	Courtroom Clerk	Offer Date	03/22/2017	Submit for Approval
Job Code	2429	Courtroom Clerk	Start Date	04/12/2017	Post
Hiring Manager	000001099	DIANA BROWN	Offer Expiration Date	04/01/2017	Unpost
Recruiter	000001751	KIMBERLY MICHAEL	Applicant Type	Employee	Add Revised Offer
Status	006 Pending Approval		Preferred Contact	Phone	Delete Offer
Reason			Notify Applicant	<input type="checkbox"/>	Edit Offer
Created By	KIMBERLY MICHAEL				

Job Offer Components

Component	Offer Amount	Payment Mode	Currency	Frequency
Salary	41136.000000	Cash	USD	Annual

Recommended Salary Range

Comments

Test, J4 \$41,136, Regular, Full-time, Non-exempt, 6 months promotional probation

Offer Letter

Letter: Promo\_Reg\_Non\_Exmpt Date Printed

Generate Letter Upload Letter Email Applicant

Offer Attachments

No attachments have been added to this offer.

Add Applicant Attachment Add Organizational Attachment

### 3 Approving Job Offers

- e. The approval page should open. Select the “Approve” button to approve the Job Offer or “Deny” to deny the Job Offer.

Prepare Job Offer

Return Recruiting Home Personalize

Posting Title Courtroom Clerk Job Opening ID 2322  
Job Opening Status 010 Open Business Unit Maryland Judiciary  
Job Title Courtroom Clerk Position Number Courtroom Clerk  
Applicant Name [Redacted] Applicant ID 9520

Offer Details Offer Details Approvals Find View All First 1 of 1 Last

Supervisor/Recruiter Grp Aprv

Job Offer: Pending Request Information

Recruiter Submit

Pending Markisha Gross Job Offer Admin Official Not Routed Multiple Approvers Offer Recruiter Group

Submit Approve Deny

Comments Text

Return Recruiting Home Top of Page

Cancel

- f. Upon clicking “Approve” you will see the status change from “Pending” to “Approved”.

- g. Click “Submit” to submit this approval.

Prepare Job Offer

Return Recruiting Home

Posting Title Courtroom Clerk  
Job Opening Status 010 Open  
Job Title Courtroom Clerk  
Applicant Name [Redacted]

Offer Details Offer Details Approvals

Supervisor/Recruiter Grp Aprv

Job Offer: Pending

Recruiter Submit

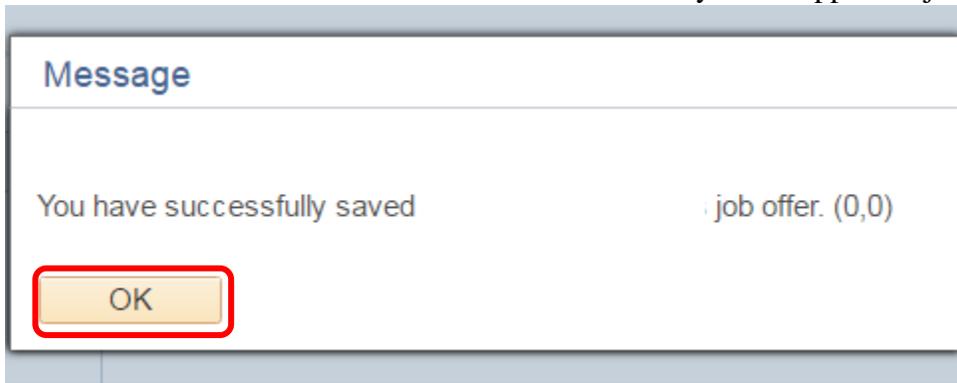
Approved Markisha Gross Job Offer Admin Official 03/22/17 - 12:47 PM Pending Multiple Approvers Offer Recruiter Group

Submit

Comments Text

## 4 Approving Job Offers

- h. You will receive notification of the successfully saved applicant job offer. Click “OK”.



- i. Click the “Return” arrow at the top left corner to return to the Manage Applicant. Click the “Return” arrow again to go back to your Manager Dashboard.

### Prepare Job Offer

[Return](#) [Recruiting Home](#)

Posting Title	Courtroom Clerk	Job Opening ID	2322
Job Opening Status	010 Open	Business Unit	Maryland Judiciary
Job Title	Courtroom Clerk	Position Number	Courtroom Clerk
Applicant Name	[redacted]	Applicant ID	9520

Offer Details [?](#)

Offer Details | Approvals

#### Supervisor/Recruiter Grp Aprv

Job Offer: Pending

Recruiter Submit

Approved  
Markisha Gross  
Job Offer Admin Official  
03/22/17 - 12:47 PM

Pending  
Multiple Approvers  
Offer Recruiter Group

Submit

Comments Text

[Return](#) | [Recruiting Home](#)

Cancel

- j. The Talent Acquisition Partner will approve the offer.
- k. The Talent Acquisition Partner will generate the offer and acceptance letter and attach it to the Job offer in Connect. This letter is e-mailed via Connect to the applicant along with an Employee Demographic Data form to the Administrative Official, Support Staff and Office of Employment Services.
- l. After e-mailing the acceptance letter to all parties, the Talent Acquisition Partner will prepare the applicant for “Hire”. The applicant is sent via Connect to Employment Services who completes the hire process, to include entering them into the Connect system.