

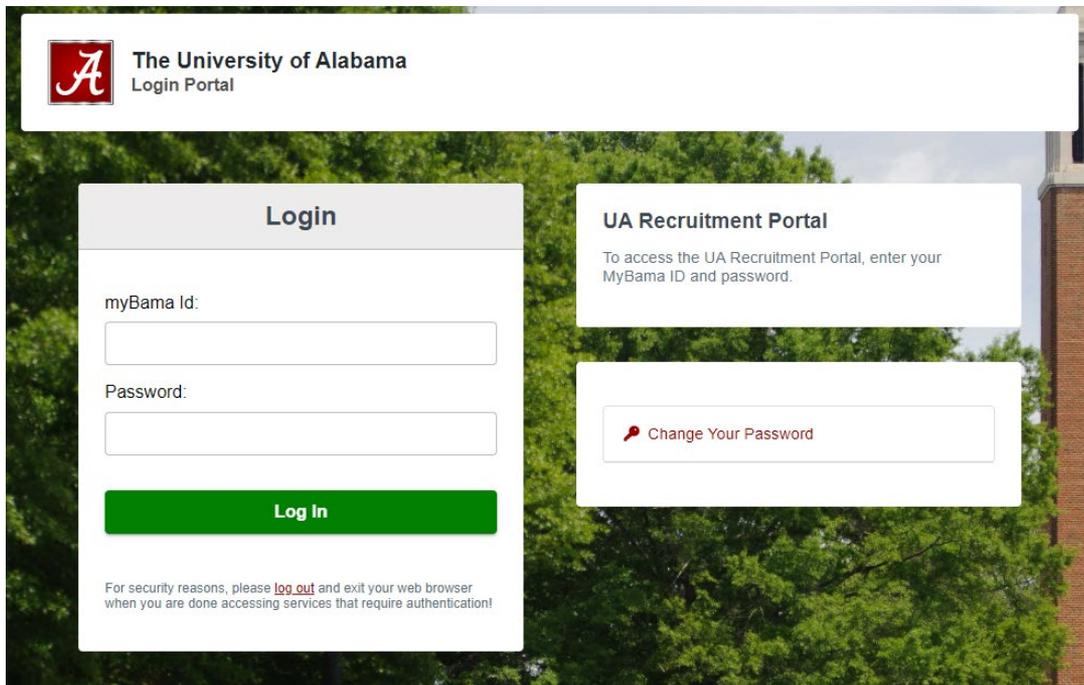


Create and Submitting the Offer Card

THE UNIVERSITY OF ALABAMA®

Getting Started

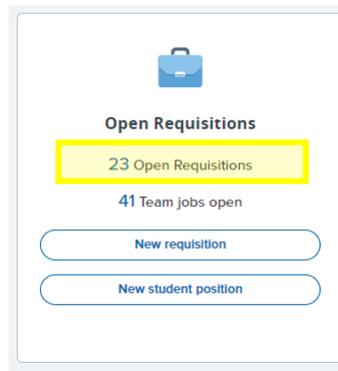
- To login go to *jobs.ua.edu/hr*.
- You will see the following screen. Login using your MyBama ID and password.



The screenshot shows the University of Alabama Login Portal. At the top left is the UA logo and the text "The University of Alabama Login Portal". The main content area is divided into two columns. The left column is titled "Login" and contains two input fields: "myBama Id:" and "Password:". Below these fields is a green "Log In" button. At the bottom of this column is a security notice: "For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!". The right column is titled "UA Recruitment Portal" and contains the text: "To access the UA Recruitment Portal, enter your MyBama ID and password." Below this text is a button with a key icon and the text "Change Your Password".

Creating the Offer Card

- You can access the requisitions library by selecting **Open Requisitions** on your PageUp home screen.



- From here navigate to the requisition you want to submit an offer for, press **view**.
- You can find your list of applicants by clicking **view applications** on the right-hand side of your requisition card.

(518263) Test Position

Raised from: PD-4628 - Test Position



View applications



Creating the Offer Card:

- To create the offer card, click on the applicant's current status.

Status

Forwarded to Dept

OR

Status changed Dec 8, 2022

Forwarded to Dept

Creating the Offer Card:

- Change the applicant's status to **Create Offer for Approval**.
 - Click **Create Offer for Approval** then **Next** then **Move Now**.

Hold for further review
Selected for Interview
Interview Complete
Create offer for approval
Not Hired - Department Reviewed
Not Hired - Search Committee Reviewed
Not Hired - Interview
Not Hired - Dept Required Background Check
Not Hired - Reference Check
Not Hired - Create Offer for Approval
Not Hired - Online Offer Made
Not Hired - Offer Accepted
Interview Event - Interview invite - (HR Use Only)
Interview Event - Interview accepted - (HR Use Only)
Interview Event - Interview declined - (HR Use Only)
Interview Event - Interview Complete - (HR Use Only)
Interview Event - Interview unsuccessful - (HR Use Only)
Tier 1 - Highly Recommended - (HR Use Only)
Tier 2 - Marginally Recommended - (HR Use Only)
Tier 3 - Not Recommended - (HR Use Only)
Forwarded to Dept
Online offer made
Offer accepted
Offer declined
Offer accepted form complete - HR Use Only
CWID Assigned - Internal Hire - Initiate EPA - HR Use Only
CWID Assigned - External Hire - Initiate EPA - HR Use Only
Contingent Offer Screenings Complete
Hired - Internal

Save **Next >** Cancel

You are about to move Dwayne Johnson to a different status:

From status: Forwarded to Dept
To status: Create offer for approval

Communication template: -- No template --

E-mail: Applicant: Yes No

Additional users from Job: Yes No

Status	Date	Time	User
✓ Line manager review 1	8 Dec 2022	3:07 pm	Anna Robinson
✓ New application	8 Dec 2022	4:05 pm	Anna Robinson
<input checked="" type="checkbox"/> Pre-offer check	Dec 16, 2022	3:37 pm	Julie Ember
<input type="checkbox"/> Interview 1			--
<input type="checkbox"/> Interview 2			--
<input type="checkbox"/> Offer accepted			--

Move now Cancel

Completing the Offer Card:

- Complete all fields, specifically those with an asterisk next to them.

POSITION DETAILS

CWID (if available):

Please do not include dashes in the CWID

Purpose of Appointment:*

Candidate expected start date:*

Until Further Notice:*

If you selected no for Until Further Notice, please input an End date of Appointment

End date of Appointment (If less than 12 months):

Salary paid by:*

Recommended hourly rate or annualized salary:*

Is this a contracts & grants funded position?:*

FTE:*

Please enter a value up to 1.0

Will there be a relocation allowance for this position?:* Yes No

If yes, what is the amount?:

Please see the [Relocation Allowances](#) webpage

What type of relocation allowance will be offered?:

Example: moving expenses, house hunting trips, temporary living expenses

Is this a current UA staff employee:* Yes No

Current Paygrade/UA Staff position title:

Only list title if this individual is currently in a staff position. Do not include faculty, undergraduate students, or graduate students.

Current Rate or Salary (If current UA employee):

Six-Month Introductory Period Review:* Yes No

[Click Here](#) for additional information.

Completing the Offer Card:

- Provide a thorough explanation as to why this candidate is the best choice for the position and a strong justification for the salary/rate being offered.

Make specific reference to the qualifications of the candidate selected as compared to the other candidates interviewed. This may include information on educational background / work experience / skills and individual attributes as relevant.*

Use this space to provide a thorough explanation as to why this candidate is the best choice for the position and a strong justification for the salary/rate being offered.

Rationale if salary is above the midpoint:

Use this space to provide clear reasoning for offering any rate about midpoint. Remember, rates above the 3rd quartile will be sent for Presidential approval.

Human Resources comments:

Completing the Offer Card:

- When entering the FOAP detailed, be sure you are using the correct format. These formatting details are listed on the offer card.

FOAP Details

Please enter the FOAP & activity details below, using the following format:

12345-678901-234567-890-123456

- Fund must be 5 digits followed by a dash
- Organization must be 6 digits followed by a dash
- Account must be 6 digits followed by a dash
- Program must be 3 digits
- If Activity is required, enter a dash after the Program
- Activity can be up to 6 digits

FOAP & Activity 1:*

Percentage 1:*

Please enter numeric values only for the percentage, not the % symbol.
Please enter up to 2 decimal places only and check that all percentages equate to 100.00

FOAP & Activity 2:

Percentage 2:

FOAP & Activity 3:

Percentage 3:

FOAP & Activity 4:

Percentage 4:

Please enter the "Z" number for the budget change which will fund this position OR enter "Funded" if complete funding is currently established for this position in Banner.

Budget Change Number:*

Completing the Offer Card:

- The Onboarding Form will be the *Standard Onboarding Form*.

Onboarding form:*

- The Onboarding workflow is dependent on the current status of the applicant being hired and the type of position the applicant is being hired into. Use the drop-down menu to select the appropriate status.

Onboarding workflow:*

- The onboarding delegate is the individual who will be assisting in onboarding the new hire.
- The ePA point of contact is the person who submits the ePA for new hires.

Supervisor:*  
No user selected.

Onboarding delegate:*  
No user selected.

ePA point of contact:*  
No user selected.

Completing the Offer Card:

- Please do not add any documents to this section. Your HR Recruiter or HR Business Partner will upload the offer letter here once approved.

Offer documents

Documents attached to the offer appear in the section below.

Add document

Merge document



Document

Date

Size

Job Category

Select an Approval Process:

- Once you have completed all mandatory fields, include the approval process, press **Save and submit**. If any required fields are missing or filled out incorrectly, you will be prompted to complete these fields before moving forward.
- An email will be sent to the first approver listed in the approval process. Email notifications are sent to each approver notifying them that the offer is pending their approval.
- Once the offer is approved, the HR Recruiter or HR Business Partner will contact the Hiring Manager to review the offer letter.
- Please, ensure that when you receive an offer letter from your HR Recruiter or HR Business Partner you review it closely for any changes.
- Once the letter is finalized, the Hiring Manager will notify the HR Recruiter or HR Business Partner to send out the letter to the applicant.

Approval process

Offer created by:*  

[Anna Robinson](#)
Email address: aerobinson6@ua.edu

Approval process: ▼

1. HR Recruiter:	<input type="text"/>	 
	No user selected.	
2. 2nd Approver:	<input type="text"/>	 
	No user selected.	
3. HR Recruiter:	<input type="text"/>	 
	No user selected.	



**For more information, please contact your
Talent Acquisition Specialist or HR Business
Partner!**