

Make Online Offer



Note: Offer approval is required before moving forward with making an online offer

- Step 1: Select **Jobs have applicants for review** (*Update Applicant Status* dashboard tile)
- Step 2: Click **View Applicants** (far right) for applicable Search #
- Step 3: Select the *Overall Rating* outcome – change from *Ready for Dept* to *Make Offer* to *Make Online Offer*
- Step 4: Click **Submit**
- Step 5: Applicant will **Accept/Decline** offer online and initiator is notified (Complete the hire in SmartHR)

Note: Special Payroll data populates the new SmartHR templates and requires additional entry by the



department. **New SP templates:** UC_PG_SPT, UC_PG_SPNT, UC_PG_SPNTS
(Regular Payroll automatically creates the SmartHR and no entry is required by the department)

View/Print Accepted Offer



Note: Chosen candidate accepts the offer online and does not return a signed offer letter

- Step 1: Select **View My Searches/View My Team Searches** (*View Searches* dashboard tile)
- Step 2: Click **Review Applications** (far right) for the applicable search #
- Step 3: Click chosen candidate's name
- Step 4: Click hyperlink text below *Offer* label (actual text changes as the offer progresses through the workflow)
- Step 5: Scroll to *Offer Progress* section of hire request
- Step 6: Applicable fields will be automatically updated by the system (yes and date offer accepted)
- Step 7: Print offer request or screenshot offer progress section

Onboarding

Please refer the new employee to <https://hr.uconn.edu/new-employee-welcome/>, which provides an overview of the benefits and resources available to UConn employees, as well as important steps they should complete prior to their first day and in the early stages of their employment.