Table of Contents

Viewing a Job Offer .................................................................................................................. 1
Viewing a Job Offer

Overview:

Understanding the Viewing a Job Offer Process

In this topic, you will learn the steps to view a job offer once the job offer has been created. Once the job offer has been submitted, the system will bring up the approval chain that shows who the offer will route to for approval. Additional approvers can be added as needed by clicking the plus sign on the approval chain.

*Estimated Length:* 2 Minutes

Procedure

**Scenario:**
In this topic, you will learn the steps to viewing a job offer.

**Key Information:**
Job Opening ID

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Human Resources 9.1</strong> link.</td>
</tr>
</tbody>
</table>

**Human Resources 9.1**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Click the <strong>Recruiting</strong> link.</td>
</tr>
</tbody>
</table>

**Recruiting**
Step 3. Click the **Find Job Openings** link.

Find Job Openings
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Enter the desired <strong>Job Opening ID</strong>.</td>
</tr>
</tbody>
</table>

**Diagram:**

```
OMNI HUMAN RESOURCES
FLORIDA STATE UNIVERSITY

Find Job Openings

Specify Search Criteria:
- Job Opening ID
- Location
- Hiring Department
- Classification
- Status:
  - Open
  - Closed
- Hiring Type:
  - Full-time
  - Part-time
- Status:
  - All
  - Recruiting
  - Interviewing
  - On Hold
- Position:
  - All
  - Engineering
  - Science
  - Math
- Recruitment Source:
  - All
  - Internal
  - External

Search
Reset
```

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
</tbody>
</table>

**Diagram:**

```
OMNI HUMAN RESOURCES
FLORIDA STATE UNIVERSITY

Find Job Openings

Specify Search Criteria:
- Job Opening ID
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- Hiring Department
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- Status:
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  - Interviewing
  - On Hold
- Position:
  - All
  - Engineering
  - Science
  - Math
- Recruitment Source:
  - All
  - Internal
  - External

Search
Reset
```
### Step 6
Select the desired **Job Opening**.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Click the <strong>Take Action</strong> list for the desired applicant. <strong>Select Action...</strong></td>
</tr>
</tbody>
</table>

![Image of OMNI interface showing job opening details and applicant list.](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Click the <strong>View Job Offer</strong> list item. <strong>View Job Offer</strong></td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>9.</td>
<td>To review funding information, click the <strong>Add/Edit Job Offer Funding</strong> link.</td>
</tr>
</tbody>
</table>

**Add/Edit Job Offer Funding**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Review information as needed.</td>
</tr>
</tbody>
</table>

Click the **Save and Continue** button to return to the main page.

```
Save and Continue
```
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>To review the approval chain for this Job Offer, click the Approvals link.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 12.  | Review approvals as needed.  
To add additional approvals click on the plus at the desired step.  
**NOTE:** The primary recruiter must always be the last approver in line. |
| 13.  | Click the **Home** link.  
[Home](#) |
14. **Congratulations!**
   You have completed the topic.
   **End of Procedure.**