**Recruiting Solutions 9.1 – Job Openings**

**Offer**

- Offer
  - Recruiting > Find Job Opening > Manage Applicants
  - Department Prepares Job Offer
  - Department Hiring Manager (UH) Worklist
  - HR Recruiter Worklist
  - ODE Worklist
  - Provost’s Office (Exec) Worklist
  - HR Extends Offer* to Applicant and distributes CBC paperwork/Commitment Letter
  - Applicant Accepts?
    - Yes: Department Updates Offer to Accepted
    - No: Classified?
      - Yes: Prepare offer for Hold applicant - Review Qualified applicants - Repost - Cancel
      - No: Offer

**Classified?**

- Yes: Department Updates Offer to Accepted
- No: Offer

**Faculty, Research, Postdoc?**

- Yes: Department extends Offer to Applicant, distributes CBC paperwork and offer ltr
- No: HR Recruiter Worklist

**CBC**

- CBC
  - Classified?
    - Yes: CBC Paperwork and Final Signed Offer Ltr / Commitment Letter to CBC
    - No: CBC Paperwork Processed with Vendor
      - Successful CBC?
        - Yes: Department Processes PA to Payroll
        - No: Department Schedules New Employee Orientation / New Faculty Orientation

*Offers Contingent Upon Background Checks