Offer, Sending Letters of Rejection & Closing Job Process

User Groups: Hiring Manager and Department Support

Purpose: The Offer indicates the acceptance of applicant once applicant accepts the offer and a start date has been established. Instructions included on sending rejection letters and closing the job.

Click Jobs tab
Click Properties tab:
### Z" Test Assistant Professor

**BSU Main Campus - Faculty - Approval Pending**

**Properties**
- Applicants: Activity, Processes, Forms, Applicant Review, Campaigns, Posting, Job Prospects
- Details: Additional Information
- Properties: Additional Information

**Job Details**

- **Title:** Z" Test Assistant Professor
- **Job ID:** 4431
- **Job Category:** Faculty
- **AA Group:** 3396 Postsecondary teachers
- **New Position Title:** 0381111
- **Organization Name:** Faculty/Tenure Track/Temporary
- **Location:** BSU Main Campus
- **Department:** A&S Dean
- **Open Date:**
- **Closed Date:**
- **Unpaid/Accrued Start Date:** 09/15/2016

**Position Summary:** Bowling Green State University’s School of Teaching and Learning and School of Intervention Services in the College of Education and Human Development announces a position as Assistant Professor in an innovative (dual licensure) inclusive Early Childhood (EC) program with preferred emphasis on Mathematics/STEM Education beginning August, 2017.

**Essential Duties:** The primary responsibilities include teaching EC courses, with a primary focus on mathematics in P-3 inclusive classrooms, providing instruction for EC courses including field experiences and other graduate courses depending on expertise, establishing and maintaining a scholarly research agenda, advising students, participating in program development, and providing service to the unit, the university, and professional organizations.

**Minimum Qualifications:**
- **Salary:**
  1. Earned doctorate in Mathematics/STEM Education, Early Childhood Special Education, Early Childhood Education, Special Education; Curriculum and Instruction, or a closely related field required for appointment at Assistant Professor level (AOE; dissertations defended August 2017) will be considered.
  2. Minimum of three years of practical or classroom experience in inclusive P-3 settings or equivalent.
  3. A record of successful teaching in P-3 and/or higher education and graduate programs an appropriate.
  4. Demonstrated performance or potential in publications, grants, as well as evidence of activity in professional organizations.

**Salary:**

Salary is commensurate with education and experience.

**Pay Grade:**
- **Opportunity Type:** Full Time
- **Job Type:** Academic, Year
- **Degree Type:** PhD or terminal degree
- **Salary Type:** Salary
- **Hiring Manager:** Lois Smith
- **Committee Chair:** Lois Smith
- **Department Support:** Lois Smith
- **Committee Members:** Lois Smith
- **Reference Questions:**
- **Workflow Configuration:** Faculty
- **Reference Notification Reference Notification**
- **Setting:**

**Send Reference Notification:** On the ‘Send Reference Notification’ trigger function (must be attached to a trigger for this to fire) or manually.

**Required Job Documents:**
- Required Applicant Cover Letter, Curriculum Vitae
- Documents:

**Job ID:**
- **Date:** 5/16/2019
- **Site:** HireTouch
Complete the following fields:

**New Position#** - confirm position number if filled in, otherwise, enter position number – If multiple hires, add only one position number. You will need to come back and change the position number for next hire and repeat process. Do not add multiple position numbers. Position number must be 8 digits.

**Desired/Actual Start Date** – enter start date for applicant in this position

Click **Save**

Click ‘Applicants‘ tab
Click in the ‘Offer’ column for selected applicant

**Click the appropriate response:**

- **Applicant Response Pending** – may use this while start date is being negotiated but not required
- **Accepted** – use when start date has been established and offer accepted
- **Rejected** – use if candidate declines the offer

Click **Save**
This will mark the applicant status as Hired and change disposition to Hired. If hiring multiple candidates, you must go back and change position number field on properties tab and repeat process.

An automatic email is sent to hired applicant welcoming them to BGSU and includes how to navigate to benefit web site.

**Letters of Regret – Rejection Letters**

Click on box next to name of applicants for which that you wish to send the rejection letters. If you click the box next to ‘NAME’ at top, it will put check marks in all applicant boxes.
Click the drop down box for ‘Bulk Actions’ and choose Rejection Letter – Faculty

This will bring in the template for the email to be sent to all selected applicants. Click **Send To All** in the right hand column to send email to all applicants at once. This text can be edited in the body of the email. Please leave `[[Applicant First Name]]` and `[[Job Title]]` text as this is code to bring in the correct applicant and job title.
Closing the Job

You may now close the job

Click ‘Jobs’
Click the box proceeding the job title to mark it with a check.

Click on the ‘Bulk Actions’ drop down box to change the job status to ‘Filled’

This will officially close the job search and will remove the job from your active job view and move it into archived jobs. If you need to refer back to an old job, contact Lisa Meyer in the Provost office to grant the position being opened for your view.