

# Offer & 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

**BGSU** Welcome, BGSU Committee Logout Session expires in 59 min

HOME **JOBS** APPLICANTS RESOURCES

### My Dashboard

**HIRE TOUCH NOTIFICATIONS**  
No New Notifications

**BOWLING GREEN STATE UNIVERSITY NOTIFICATIONS**  
GO LIVE Test Content

Display Preferences

**CLIENT NOTIFICATIONS**  
GO LIVE

**SYSTEM NOTIFICATIONS**  
No New Notifications

**CLOCK**  
Thursday  
December 12th, 2013  
2:28:04 PM

**VIEWED JOBS**

Date	Time	Job ID	Title
Dec 11	4:52 PM	3782	Communications Manager
Dec 11	2:21 PM	3788	Communications Manager
Dec 11	1:26 PM	3780	Business Analyst

**LOCAL WEATHER**  
Conditions for Lakeville, MN at 12:46 pm CST

**Current Conditions:**  
Fair, 16 F

**Forecast:**  
Thu - Partly Cloudy. High: 16 Low: 4  
Fri - Cloudy. High: 11 Low: 3  
Sat - Cloudy. High: 13 Low: -2  
Sun - Partly Cloudy. High: 12 Low: 6  
Mon - Partly Cloudy. High: 27 Low: 21

Click 'Job Title'

**BGSU** Welcome, BGSU Committee Chair Logout Session expires in 59 min

HOME **JOBS** APPLICANTS RESOURCES

### My Jobs

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Search [GO] [CLEAR]

- Job Status - - Location - [GO] [CLEAR]

TITLE	REQUISITION	STATUS	LOCATION	POSTING	OFFER
Business Analyst	3780	Posted	BGSU Main Campus	●	
Communications Manager	3782	Posted	BGSU Main Campus	●	
Communications Manager	3788	Recruitment Request Pending	BGSU Main Campus	●	
Manager, Library Information Technology Services	3786	Recruitment Request Pending	BGSU Main Campus	●	
Staff Accountant	3789	Recruitment Request Pending	BGSU Main Campus	●	
Technology Support Specialist	3784	Recruitment Request Pending	BGSU Main Campus	●	
University Paralegal	3785	Recruitment Request Pending	BGSU Main Campus	●	

Records 1-7 of 7 | First Previous Next Last | Per Page 25

Font Size: A A

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Click Properties tab:

HOME PROSPECTS **JOBS** APPLICANTS POSITION FORMS FORM PACKAGES DOCUMENTS TASKS RESOURCE

**Z\* Test Assistant Professor**  
BGSU Main Campus - Faculty - [Approval Pending](#)

Properties Applicants Activity Processes Forms Applicant Review Campaigns Posting Job Prospe

\*All Job Applicants - Faculty

A B C D E F G H I J K L M N O P

Search    Advanced Search

NAME	PROGRESS			COMPLETED	REFERENCE LETTERS	SCREENING		REQUEST TO INTERVIEW	
	EMPLOYEE	DOCS	STATUS			COMMITTEE REVIEW	PHONE	CHAIR/DIRECTOR	DISCUSS
<input type="checkbox"/> External Applicant 1, Testing	No		Hired	09/01/16					
<input type="checkbox"/> External Applicant 2, Testing	No		Hired	09/01/16					
<input type="checkbox"/> External Applicant 4, Testing	No		In Process	09/01/16					
<input type="checkbox"/> Test 1, BGSU	No		In Process	09/01/16					
<input type="checkbox"/> Test 2, BGSU	No		Submitted	09/20/16					
<input type="checkbox"/> Tester, Lori	No		Submitted	09/01/16					

- Bulk Actions -

Scroll down to bottom of page to click 'edit'

HireTouch Report Writer CMS Welcome, Lori Smith Admin Logout

# BGSU

Bowling Green State University

HOME PROSPECTS **JOBS** APPLICANTS POSITION FORMS FORM PACKAGES DOCUMENTS TASKS RESOURCES SETUP

## Z\* Test Assistant Professor

BGSU Main Campus - Faculty - Approval Pending

Properties Applicants Activity Processes Forms Applicant Review Campaigns Posting Job Prospects

[Details](#) | [Additional Information](#)

### Properties

#### Job Details

Title: Z\* Test Assistant Professor  
Job ID: 4493  
Job Category: Faculty  
AA Group: 2200 Postsecondary teachers  
New Position #: 00001111  
Organization Name: Faculty/Tenure Track/Tenured  
Location: BGSU Main Campus  
Department: A&S Dean  
Opened Date:  
Closed Date:  
Desired/Actual 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 (IEC) program with preferred emphasis on Mathematics/STEM Education beginning August, 2017.

Essential Duties, Tasks and Responsibilities: Primary responsibilities include teaching IEC courses, with a primary focus on mathematics in P-3 inclusive classrooms; providing instruction for IEC 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 & 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 (ABD, 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 as 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.

Additional Information: Review of candidate credentials commences immediately. Applications must also include a curriculum vitae, a writing sample of no more than 25 pages, three letters of recommendation, graduate transcripts, and evidence of teaching effectiveness.

Pay Grade: .  
Opportunity Type: Full Time  
Job Type: Academic Year  
Degree Type: PhD or terminal degree  
Salary Type: Salary  
Hiring Manager: Lori Smith  
Committee Chair: Lori Smith  
Department Support: Lori Smith  
Committee Members: Lori Smith  
Prescreen 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:

[Edit](#) [Email to a candidate](#)

### Actions

- Edit Demographics
- Edit Questions
- Send Correspondence
- Upload a Document
- Attach a Note
- Create a Task
- Copy Job

### Processes

Offer Approval: In Process 9/23/16  
Posting: Pending 9/21/16  
Approval: Approval

### Job Details

Created: 08/31/2016  
Category: Faculty  
Status: Approval Pending  
Location: BGSU Main Campus

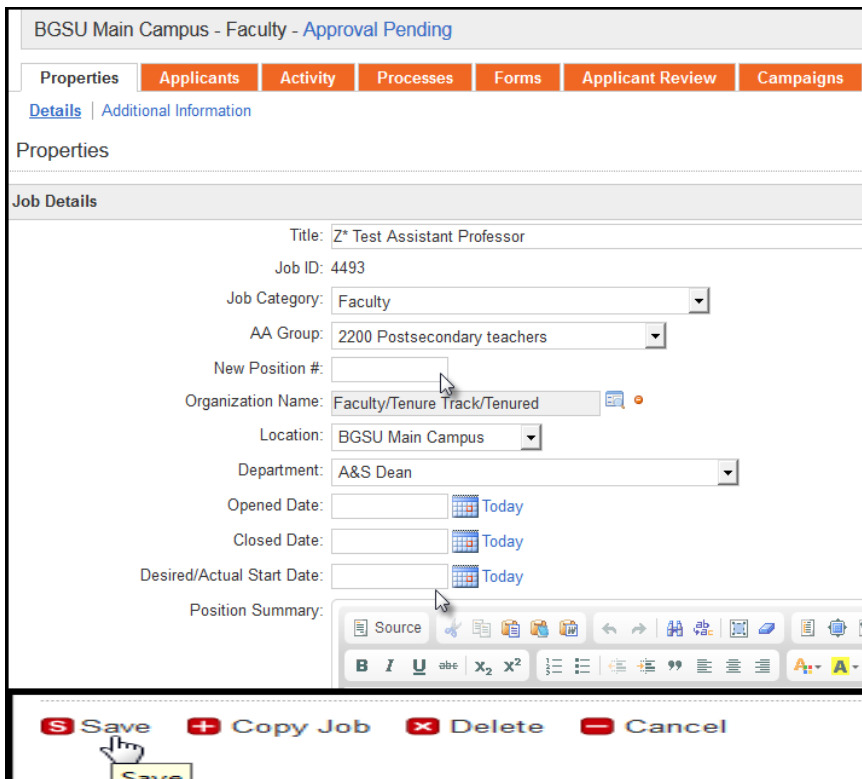
HireTouch © 2016 ImageTrend, Inc. All Rights Reserved powered by IMAGE TREND

Complete the following fields:

**New Position#** - confirm position number if filled in, otherwise, enter position number

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

Click  Save



BGSU Main Campus - Faculty - Approval Pending

Properties Applicants Activity Processes Forms Applicant Review Campaigns

Details Additional Information

Properties

Job Details

Title: Z\* Test Assistant Professor

Job ID: 4493

Job Category: Faculty

AA Group: 2200 Postsecondary teachers

New Position #:

Organization Name: Faculty/Tenure Track/Tenured

Location: BGSU Main Campus

Department: A&S Dean

Opened Date:  Today





Closed Date:  Today

Desired/Actual Start Date:  Today

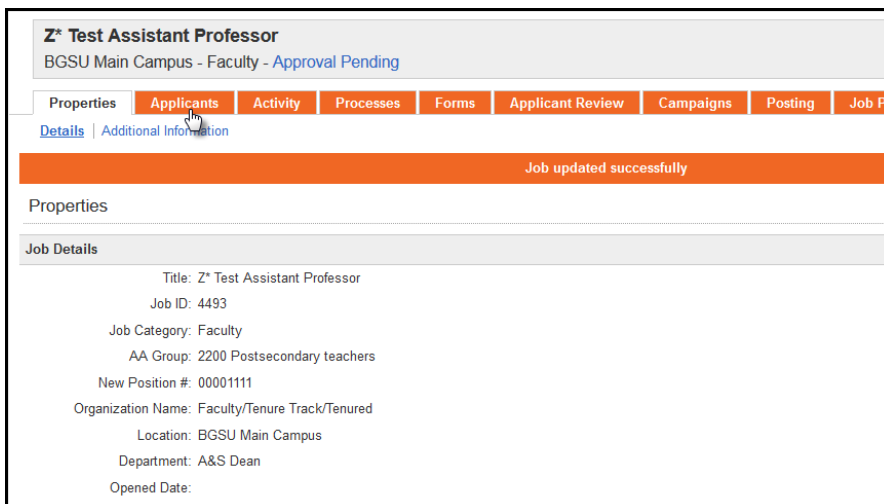
Position Summary:

Source Copy Paste Undo Redo

B I U abc x<sub>2</sub> x<sup>2</sup> [List Icons]

 Save  Copy Job  Delete  Cancel

Click 'Applicants' tab



Z\* Test Assistant Professor

BGSU Main Campus - Faculty - Approval Pending

Properties Applicants Activity Processes Forms Applicant Review Campaigns Posting Job Pr

Details Additional Information

Job updated successfully

Properties

Job Details

Title: Z\* Test Assistant Professor

Job ID: 4493

Job Category: Faculty

AA Group: 2200 Postsecondary teachers


New Position #: 00001111

Organization Name: Faculty/Tenure Track/Tenured

Location: BGSU Main Campus

Department: A&S Dean

Opened Date:

Click  in the 'Offer' column for selected applicant

**Z\* Test Assistant Professor**  
BGSU Main Campus - Faculty - Approval Pending

Properties Applicants Activity Processes Forms Applicant Review Campaigns Posting Job Prospects

\*All Job Applicants - Faculty

Search [GO] CLEAR Advanced Search Date Applied User Status Application

NAME	EMPLOYEE	DOCS	STATUS	COMPLETED	REFERENCE LETTERS	SCREENING			REQUEST TO INTERVIEW REVIEW			HIRING			
						COMMITTEE REVIEW	PHONE	CHAIR/DIRECTOR	DEAN	PROVOST	OED APPROVAL	SCHD ON-CAMPUS INTERVIEW	APPROVAL	BACKGROUND	OFFER
<input type="checkbox"/> External Applicant 1, Testing	No		Hired	09/01/16											
<input type="checkbox"/> External Applicant 2, Testing	No		Hired	09/01/16											
<input type="checkbox"/> External Applicant 4, Testing	No		In Process	09/01/16											
<input type="checkbox"/> Test 1, BGSU	No		In Process	09/01/16											
<input type="checkbox"/> Test 2, BGSU	No		Submitted	09/20/16											
<input type="checkbox"/> Tester, Lori	No		Submitted	09/01/16											

- Bulk Actions - Records 1-6 of 6 First Previous Next Last Per Page

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

**Offer Process**

STATUS	DATE	USER
Not Started	Fri 9/23/16 at 4:26 PM	Lori Smith

Update Status

Status:  Applicant Response Pending  
 Accepted  
 Rejected

 Save  Close

This will mark the applicant status as Hired and change disposition to Hired.

**Z\* Test Assistant Professor**  
BGSU Main Campus - Faculty - Approval Pending

Properties Applicants Activity Processes Forms Applicant Review Campaigns Posting Job Prospects

\*All Job Applicants - Faculty

Search [GO] [CLEAR] Advanced Search Date Applied [v] User Status [v] Application [v] [GO] [CLEAR] [X]

NAME	EMPLOYEE	DOCS	PROGRESS		REFERENCE LETTERS	SCREENING		REQUEST TO INTERVIEW REVIEW				HIRING			DISPOSITION CODE	
			STATUS	COMPLETED		COMMITTEE REVIEW	PHONE	CHAIR/DIRECTOR	DEAN	PROVOST	OED APPROVAL	SCHD ON-CAMPUS INTERVIEW	APPROVAL	BACKGROUND		OFFER
<input type="checkbox"/> External Applicant 1, Testing	No		Hired	09/01/16												Hired
<input type="checkbox"/> External Applicant 2, Testing	No		Hired	09/01/16												Hired
<input type="checkbox"/> External Applicant 4, Testing	No		In Process	09/01/16												
<input type="checkbox"/> Test 1, BGSU	No		Hired	09/01/16												Hired
<input type="checkbox"/> Test 2, BGSU	No		Submitted	09/20/16												
<input type="checkbox"/> Tester, Lori	No		Submitted	09/01/16												

- Bulk Actions - [v] Records 1-6 of 6 | First | Previous | Next | Last | Per Page 25

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.

Properties Applicants Activity Processes Forms Applicant Review Campaigns Posting Job Prospects

\*All Job Applicants - Faculty

Search [GO] [CLEAR] Advanced Search Date Applied [v] User Status [v] Application [v] [GO] [CLEAR] [X]

NAME	EMPLOYEE	DOCS	PROGRESS		REFERENCE LETTERS	SCREENING		REQUEST TO INTERVIEW REVIEW				HIRING			DISPOSITION CODE	
			STATUS	COMPLETED		COMMITTEE REVIEW	PHONE	CHAIR/DIRECTOR	DEAN	PROVOST	OED APPROVAL	SCHD ON-CAMPUS INTERVIEW	APPROVAL	BACKGROUND		OFFER
<input type="checkbox"/> External Applicant 1, Testing	No		Hired	09/28/16												
<input checked="" type="checkbox"/> External Applicant 2, Testing	No		Submitted	09/28/16												
<input type="checkbox"/> External Applicant 4, Testing	No		Submitted	09/28/16												
<input type="checkbox"/> Test 1, BGSU	No		Submitted	09/28/16												
<input type="checkbox"/> Test 2, BGSU	No		Submitted	09/28/16												
<input type="checkbox"/> Tester, Lori	No		Declined In Review	09/28/16												

- Bulk Actions - [v] Records 1-6 of 6 | First | Previous | Next | Last | Per Page

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 **S 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'

HOME PROSPECTS **JOBS** APPLICANTS POSITION FORMS FORM PACKAGES DOCUMENTS TASKS RESOURCES SETUP

**Z\* Test Assistant Professor**  
BGSU Main Campus - Faculty - [Approval Pending](#)

Properties Applicants Activity Processes Forms Applicant Review Campaigns Posting Job Prospects

\*All Job Applicants - Faculty


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A B C D E F G H I J K L M N O P Q R

Search   Advanced Search

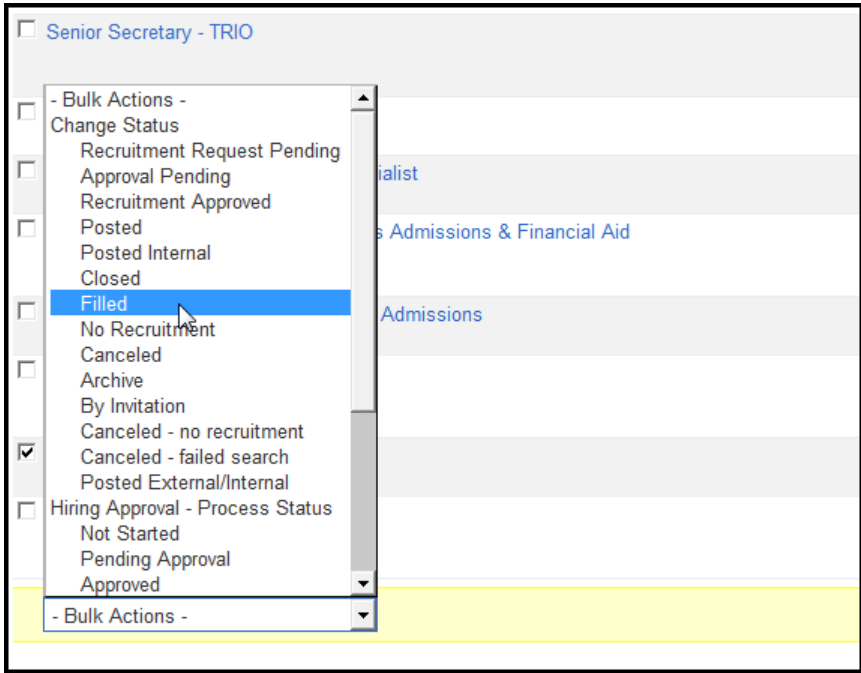
NAME	PROGRESS				REFERENCE LETTERS	SCREENING		REQUEST TO INTERVIEW REVIEW			
	EMPLOYEE	DOCS	STATUS	COMPLETED		COMMITTEE REVIEW	PHONE	CHAIR/DIRECTOR	DEAN	PROVOST	
<input type="checkbox"/> External Applicant 1, Testing	No		Hired	09/01/16							
<input type="checkbox"/> External Applicant 2, Testing	No		Hired	09/01/16							
<input type="checkbox"/> External Applicant 4, Testing	No		In Process	09/01/16							
<input type="checkbox"/> Test 1, BGSU	No		Hired	09/01/16							
<input type="checkbox"/> Test 2, BGSU	No		Submitted	09/20/16							
<input type="checkbox"/> Tester, Lori	No		Submitted	09/01/16							



Click the box preceding the job title to mark it with a 

<input type="checkbox"/>	Senior Secretary - Department of Architecture & Environmental Designs and College of Technology, Architecture & Applied Engineering	Lori	Accepting Applications
<input type="checkbox"/>	Senior Secretary - GEPPB	Jeff	
<input type="checkbox"/>	Senior Secretary - TRIO	Jeff	
<input type="checkbox"/>	Stationary Engineer	Jeff	Offer Pending
<input type="checkbox"/>	Student Assistance & Advocacy Specialist	Lori	Accepting Applications
<input type="checkbox"/>	Student Services Counselor - Firelands Admissions & Financial Aid	Jeff	
<input type="checkbox"/>	Student Services Counselor - Office of Admissions	Jeff	Reviewing Applications
<input type="checkbox"/>	Technology Support Specialist	Jeff	Accepting Applications
<input checked="" type="checkbox"/>	Z* Test Assistant Professor		
<input type="checkbox"/>	Z*TESTING Administrative process		

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



The screenshot shows a table with a 'Bulk Actions' dropdown menu open. The menu options are: Change Status, Recruitment Request Pending, Approval Pending, Recruitment Approved, Posted, Posted Internal, Closed, Filled (highlighted), No Recruitment, Canceled, Archive, By Invitation, Canceled - no recruitment, Canceled - failed search, Posted External/Internal, Hiring Approval - Process Status, Not Started, Pending Approval, Approved. The table background is partially visible, showing job titles like 'Senior Secretary - TRIO' and 'Technology Support Specialist'.

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.