

Manager Interview/Offer



<u>The Kean | Workday MyGuide is intended for the</u> <u>following users :</u>

Hiring Managers

Kean University - Office of Human Resources - (908) 737 - 3300 - workday@kean.edu



Manager Interview/Offer

Step 1: On the left hand side of your landing page is your To-Do action items. Click on the candidate designated as Manager Interview screen by your committee. As you have already had conversations with your committee, you are reviewing the candidate and can choose to interview if needed. Otherwise, please move the candidate forward to Manager Offer.

Step 2: The Manager Offer screen allows you to generate the offer stages of the candidate profile:

• Step 2.1 : using the pencil Icon on the right hand side under Details, enter the proposed hire date.

• Step 2.2 : Under Hire Reason – choose the category that matches. Click the orange submit button on the bottom left.

• Step 2.3: Under the Compensation Guidelines screen, please click the pencil to edit.

• Step 2.4: You are looking for the recommended Step. This step must also be in line with what the approved budget for the position is. Click Submit on the bottom left.

• Step 2.5: Review the offer and click submit. This action will send the offer for review to the Executive Director, the Dean, or the VPAA depending on the chain-of-command.

Step 3: The next level supervisor will review the offer from their inbox on their landing page. Once they approve and send the offer forward they will additionally approve in a similar fashion from their inbox, sending the offer up the chain of command.



On the left hand side of your landing page is your To-Do action items. Click on the candidate designated as Manager Interview screen by your committee. As you have already had conversations with your committee, you are reviewing the candidate and can choose to interview if needed. Otherwise, please move the candidate forward to Manager Offer.

∰ KE	AN Q Search	iii 🤌 🛃 🚳
	Welcome, On behalf of: Elizabeth Locke	¢
	Ibox Item Manager Offer. John Kennedy - R283 Assistant Professor, Physical Therapy (CAN142) Items Go to holox Items Items Items <t< td=""><td>Personal Information</td></t<>	Personal Information
	Favorites Job Reguisition Career	Recruiting



The Manager Offer screen allows you to generate the offer stages of the candidate profile. There are five actions that need to be performed within this step. Following along the next page for more details.

Initiate Offer for John Kennedy (CAN142) Actions R283 Assi 1 minute(s) ago	stant Professor, Physical Therapy access		
	Start	Guide Me	
	Details		
	Target Hire Date (Job Requisition)	P	
	09/01/2021		
	Hire Date *		
	09/01/2021		
	Hire Reason *		
	Hire Employee > New Hire - 10 Month FT Faculty (9/1 Start Date)		
	Location *		
	Kean Union Campus		
	Document Language		
	English (United States)		
Submit Save for Later C	Job Details		
	Job Profile *	0	

Step 2.1

Under the Compensation Guidelines screen, please click the pencil to edit.

Initiate Offer for John Kennedy (CAN142) Actions R283 Ass 1 minute(s) ago	istant Professor, Physical Therapy (action)	
	Start	Guide Me
	Details Target Hire Date (Job Requisition) 09/01/2021 Hire Date * 09/01/2021	
	Hire Reason *	Details
	Hire Employee > New Hire - 10 Month FT Faculty (9/1 Start Date)	Target Hire Date (Job Requisition)
	Location *	09/01/2021
	Kean Union Campus	Hire Date *
	Document Language	
	English (United States) Job Details	Hire Reason ★ × Hire Employee > New Hire - 10 ∷Ξ Month FT Faculty (9/1 Start Date) ∷Ξ
Submit Save for Later C	lose	Location *
	Job Profile *	× Kean Union Campus …
		Document Language
		× English (United States) ∷Ξ
		L



Under Hire Reason – choose the category that matches.

Consult with HR for assistance.

Click the orange Submit button on the bottom left.

	Start	Guide Me
	Details	
	Target Hire Date (Job Requisition)	1
	Hire Date *	
	09/01/2021	Details
	Hire Reason * Hire Employee > New Hire - 10 Month FT Faculty (9/1 Start Date)	Target Hire Date (Job Requisition)
	Location *	Hire Date *
	Kean Union Campus	09/01/2021 💼
	Document Language English (United States)	Hire Reason ★ × Hire Employee > New Hire - 10 := Month FT Faculty (9/1 Start Date)
Job Details Submit Save for Later Close		Location ★ × Kean Union Campus … :Ξ
	Job Profile *	Document Language





Under the Compensation Guidelines screen, please click the pencil to edit.





You are looking for the recommended Step. This step must also be in line with what the approved budget for the position is. Click Submit on the bottom left.

Step 2.5

Review the offer and click submit. This action will send the offer for review to the Executive Director, the Dean, or the VPAA depending on the chain-of-command.

	Salary	
	Assignment Details • 79,145.65 USD Annual added	×
	Plan Name • Academic Salary Plan added	
	Effective Date • 09/01/2021 added	
	Add	
	Hourly	
↓	Add	
Submit Save for Later	close	

Step 3

The next level supervisor will review the offer from their inbox on their landing page. Once they approve and send the offer forward they will additionally approve in a similar fashion from their inbox, sending the offer up the chain of command.

