Welcome to OJS Upgrade Training: Completing the RFO Process

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The RFO can be completed once the position has reached the minimum posting time, the posting is in closed status, all applicants have been dispensed accordingly and the selected candidate is under the status of “Selected Candidate.” The Requester is the only level that can initiate the RFO.

To begin, click on the Postings tab, located on the Home Page.
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You are now routed to the postings page, click on the job title to continue.
Once you are in the job posting, click on the applicants tab to continue.
Once you are in the applicants section, click on the selected candidate to enter into their application. Only the department is able to change statuses. The candidate must be under the status of the Selected Candidate in order to start the RFO process.
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Once you are in the job application section of the candidate, click on Start Request for Offer to continue.
Click on the Start Request for Offer to continue, or stop the operation by clicking on Cancel.
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Fill out the RFO information. The name of the selected candidate is auto generated. The internal candidate question is answered by a drop down menu, and the rest of the form is the same from the older system. If the candidate is an internal candidate, provide their PeopleSoft id, if not, simply enter “NA.” Any salary exception which includes a salary above the midpoint, promotion, lateral move, demotion, or salary over $100,000 must include a justification for the exception and declare what the exception is under the drop down menu.

Continue to the next section by selecting next or by utilizing the menu on the left hand side of the page.
The Job Compliance Folder is the same as the old system where you will be able to attach/upload the Compliance Checklist. A new feature will include the ability to write in memos from the page regarding the hire (create new). To upload or create a document, click on the Actions button next to the desired Document Type.

Once completed, click Next to review the summary of the RFO.
Once you have reviewed the RFO, and all the information is correct, click onto the “Take Action on Request for Offer” to submit to the department.

The approval levels will still be the same: Requester, Department, College/Division, Executive, and Employment.