



TALENT MANAGEMENT SYSTEM

Making an Offer for a Staff Vacancy

(Search Chair/Department Head)

Logging into PageUp

Log into the Talent Management System (TMS). Instructions on logging into the TMS can be found on the [Training Guides webpage](#).

Search Chair and Department Head Guide on Making an Offer for a Staff Vacancy

1. Once interviews have been completed and the committee has selected a finalist, reference checks must be completed for external applicants. At least two references should be checked and at least one should be from a current or former supervisor. Open the Requisition, and select **View Applications**. Click on the status of the applicant you want to move to **Reference Checks (external candidates only)**.
 - a. If after performing the reference checks the committee determines to not move forward with the applicant, change the status to **Reference Checks Unsuccessful (Search Chair/Department Head to Contact)**.
 - b. If after performing reference checks the committee determines to move forward with the applicant, change the status to **Recommend to EO for Hire**.
2. Equal Opportunity will contact the Search Chair or Department Head to discuss the selection criteria and will change the status to **EO Approved/HR to Develop Offer**.
3. For administrative/professional and non-represented vacancies, a salary review will be performed and Human Resources will contact the Department Head to discuss the recommended salary.
4. Human Resources will change the status to **HR Approved/Verbal Offer**. The Search Chair or Department Head can extend a verbal offer of employment to the applicant contingent upon the outcome of the background check.
 - a. If the offer is declined, change the status to **Offer Declined**.
 - b. If the offer is accepted, advise the applicant to respond to an email from our background check vendor, HireRight, as quickly as possible. Notify Julane Cappo at jcappo@nmu.edu, ext. 1493 or Brenda Bickler at bbickler@nmu.edu, ext. 2114 that the offer has been accepted.
5. Human Resources will initiate the background check.
 - a. If the background check is unsuccessful, Human Resources will notify the Department Head that the candidate is no longer under consideration and will change the status to **Background Check Unsuccessful**.
 - b. If there are no issues with the background check, Human Resources will complete the **Hiring Proposal**.
6. Human Resources will generate the contract.
7. The Department Head will receive an e-mail to approve the content in the **Offer Card**. On the dashboard, click on the **Offers** tile. Click the **View** link to the right of the applicant's name. Scroll to the middle of the page and review the content in the **Position Details, Salary, Resident Director** (if applicable), and **Onboarding** sections.
 - a. If changes need to be made to the offer, click **Decline**.
 - b. If no changes are needed to the offer, click **Approve**.

8. The applicant will receive an e-mail providing guidance on how to view the employment contract on the NMU applicant portal. Once the offer is accepted, the applicant will complete an online **NMU New Hire Form**.
9. Disposition all applicants who were not selected into the appropriate job related outcome.