Offer and New Hire Form (Candidate View):

**View Offer**

Once the department updates the chosen candidate’s status from *Ready to Make Offer* to *Online Offer*, an email will trigger to the chosen candidate (profile email address). The email will include a link for the chosen candidate to navigate to, login, and view the following screen. The candidate will click **View Offer** to view the offer details.

![Image: Applicant portal to view offer details including offer letter and terms/conditions.](image)

**View Offer and Accept**

The following page displays to view the offer letter and agree to the terms of the offer and University policies. The *I accept* button will not be active until the candidate opens the offer letter (blue hyperlink) and checks the confirmation box.

![Image: I accept button is inactive until candidate views letter and checks confirmation box.](image)
Complete New Hire Form

Completing the New Hire form kicks off the online background check process, NetID process, and onboarding. The form is setup with 8 sections. The checkmark to the left of each section header expands and collapses each section.
New Hire Form – Voluntary Self-Identification Form

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal details</td>
<td>&gt;</td>
</tr>
<tr>
<td>Address Information</td>
<td>&gt;</td>
</tr>
<tr>
<td>Work Authorization</td>
<td>&gt;</td>
</tr>
<tr>
<td>Voluntary Self-Identification Form</td>
<td>&gt;</td>
</tr>
</tbody>
</table>

**INVITATION TO SELF IDENTIFY**

**Race/Ethnicity Definitions:**

- **Hispanic or Latino:** a person of Cuban Mexican Chicano Puerto Rican South or Central American or other Spanish culture or origin regardless of race.
- **American Indian or Alaska Native:** a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- **Asian:** a person having origins in any of the original peoples of the Far East Southeast Asia or the Indian subcontinent including for example Cambodia China India Japan Korea Malaysia Pakistan the Philippine Islands Thailand and Vietnam.
- **Black or African American:** a person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii Guam Samoa or other Pacific Islands.
- **White:** a person having origins in any of the original peoples of Europe the Middle East or North Africa.

Are you Hispanic or Latino?

- **No**
- **Yes**
- **I decline to respond**

(optional)

Race/Ethnicity

- **White**
- **Black or African American**
- **Asian**
- **Native Hawaiian or Other Pacific Islander**
- **American Indian or Alaska Native**

(optional)

**Voluntary Self-Identification of Veteran Status**

**Voluntary Self-Identification of Disability (page 1)**

**Voluntary Self-Identification of Disability (page 2)**

**Declaration**

Submit
Final section of the New Hire Form requires the employee to confirm the information supplied is true and accurate. The new employee checks the box to confirm and clicks submit at the bottom right.

The submitted New Hire Form opens onboarding access to the new employee and department. Updates to onboarding tasks should be made at this time (add/delete tasks).

SMARTHR Transactions:

Regular Payroll – New Hire transactions are automatically fed into SmartHR and no further entry is required by the department.

Special Payroll – New Hire data feeds to SmartHR with additional entry required. Departments are required to select one of the new PageUp hire templates in SmartHR, lookup the new hire, and the template will populate with most of the data. The department completes the remaining fields (including KFS #s) and submits for payroll to process.