



# How to Create a Student Offer Letter in Taleo

**Step 1. Select the Student and Click on “More Actions.” Select “Create Offer”**

The screenshot displays the TCNJ recruitment system interface. The top navigation bar includes 'RECRUITING', 'TASKS', 'REQUISITIONS', and 'SUBMISSIONS'. The user is logged in as 'Melanie Daum'. The main content area shows a 'Submission View' for 'Wiegand'. A 'More Actions' dropdown menu is open, listing various options under 'Selection Process', 'Offer Process', 'Sourcing Activities', and 'Other Actions'. The 'Create Offer' option is highlighted with an orange arrow. The submission details on the left include a 'Summary' section with a 'Resume' button, a 'Job Submission' section, and a 'Personal Information' section. The submission status is 'Canceled' and the date of application is 'Feb 2, 2021'.

**TCNJ THE COLLEGE OF NEW JERSEY**

Look up a candidate   Melanie Daum

RECRUITING TASKS REQUISITIONS SUBMISSIONS

You are here > All Submissions > Submission View

**Summary**

United States > Pennsylvania > Philadelphia supervisor at The College of New Jersey (TCNJ)

Resume

1 other inactive submission(s)

Submission  General Profile

**HIGHLIGHTS (CURRENT SUBMISSION)**

Required met	Assets met
<b>1/1</b>	<b>0/0</b>

Step: Offer  
Status: Canceled  
Source: Career Section  
Date of Application: Feb 2, 2021

Submission: Wiegand, ...

Job Submission

**Personal Information**

Candidate Personal

Prefix  
Mrs.

First Name  
Phyllis

Address (line 1)  
132 Riverview Ave

SEARCH

Back to Submission List

SRN SUPERVISOR (ID: 21000195)

History

Language: English Edit All Expand All

Last Name  
Wiegand

- Selection Process
  - Bypass Selection Steps
  - Candidate has declined
  - Change Step/Status
  - Reject Submission
- Offer Process
  - Capture Competitive Offer
  - Capture Candidate Expectations
  - Create Offer**
- Sourcing Activities
  - Link to Requisition
  - Share Candidate
  - Check for Duplicates
- Other Actions
  - Add Comments
  - Add Candidate to Folder
  - Send Correspondence

**Step 2.** Fill out the Start Date and Employment End Date using the information from your requisition.

▲ Offer details

### Create New Offer

Offer (New)

▲ Top Section

Status : Draft

Start Date :   Tentative

Employment End Date :

Expiration Date :

Orientation Date :

Created on : -

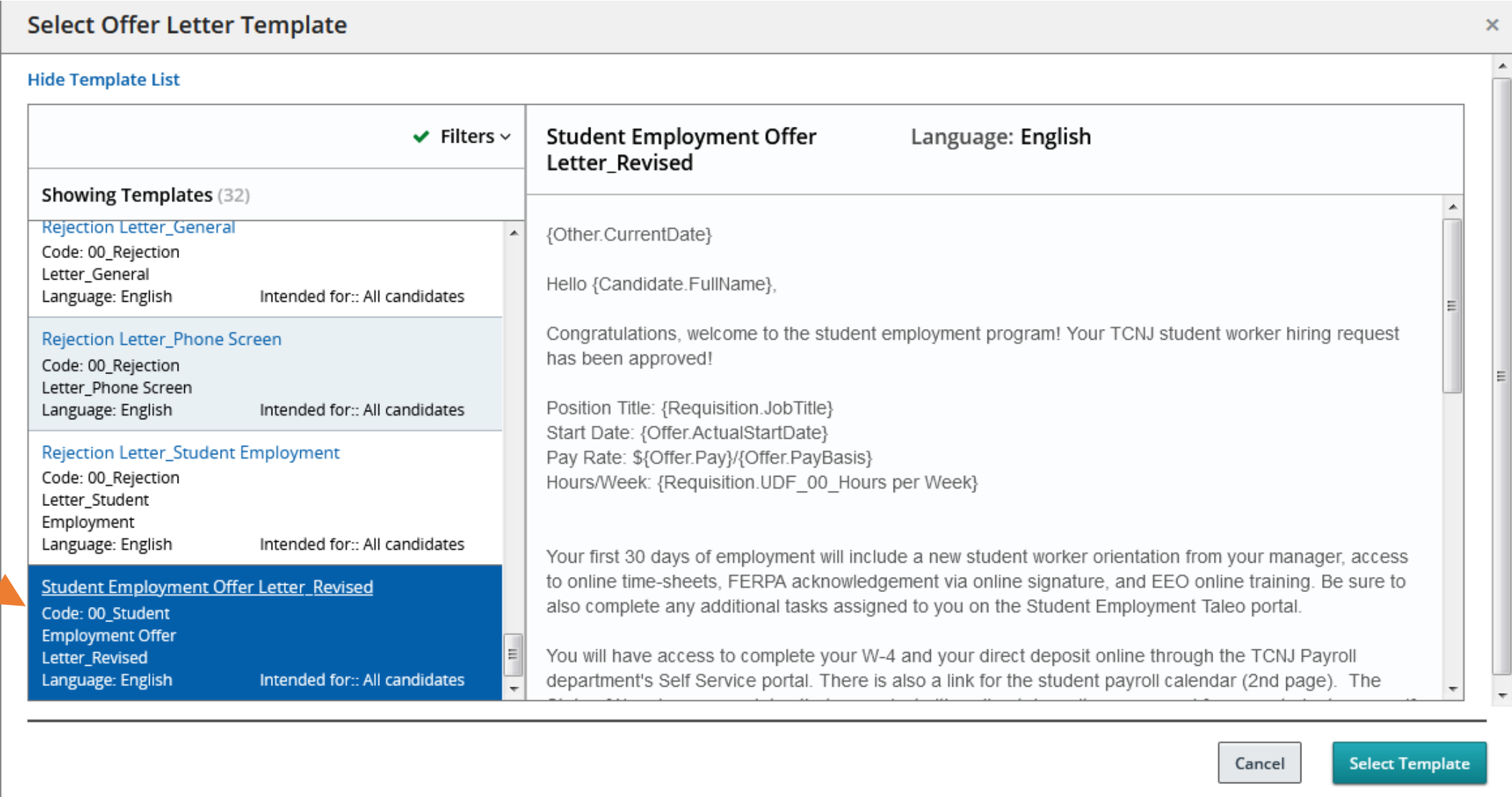
▲ General Terms

Annualized Salary \* :

**Step 3.** For Hire Type, Select Adjunct/ Student Rehire  
For Position, click on the magnifying glass to copy the position from the second column

14.50		-
<b>Details</b>		
Hire Type *	: Adjunct/Student Rehire	-
Notes	: <input type="text"/>	-
	Characters remaining : 765	
Position *	: PSTU0174 - Student Rate Dean of Stude ...	PSTU0174 - Student Rate Dean of Students
<b>Offer Letter</b>		

**Step 4. Click on Use Template and Select Student Employment Offer Letter\_ Revised.**



**Select Offer Letter Template**

Hide Template List

Filters ✓

Showing Templates (32)

- Rejection Letter\_General  
Code: 00\_Rejection  
Letter\_General  
Language: English Intended for:: All candidates
- Rejection Letter\_Phone Screen  
Code: 00\_Rejection  
Letter\_Phone Screen  
Language: English Intended for:: All candidates
- Rejection Letter\_Student Employment  
Code: 00\_Rejection  
Letter\_Student Employment  
Language: English Intended for:: All candidates
- Student Employment Offer Letter\_ Revised**  
Code: 00\_Student Employment Offer Letter\_ Revised  
Language: English Intended for:: All candidates

**Student Employment Offer Letter\_ Revised** Language: English

{Other.CurrentDate}

Hello {Candidate.FullName},

Congratulations, welcome to the student employment program! Your TCNJ student worker hiring request has been approved!

Position Title: {Requisition.JobTitle}  
Start Date: {Offer.ActualStartDate}  
Pay Rate: \${Offer.Pay}/{Offer.PayBasis}  
Hours/Week: {Requisition.UDF\_00\_Hours per Week}

Your first 30 days of employment will include a new student worker orientation from your manager, access to online time-sheets, FERPA acknowledgement via online signature, and EEO online training. Be sure to also complete any additional tasks assigned to you on the Student Employment Taleo portal.

You will have access to complete your W-4 and your direct deposit online through the TCNJ Payroll department's Self Service portal. There is also a link for the student payroll calendar (2nd page). The

Cancel Select Template



**Step 6. Click the Save and Close Button.**

The screenshot displays the TCNJ recruitment system interface. At the top, the logo for 'TCNJ THE COLLEGE OF NEW JERSEY' is on the left, and a search bar with the text 'Look up a candidate' and a user profile for 'Melanie Daum' are on the right. Below this is a navigation menu with tabs for 'RECRUITING', 'TASKS', 'REQUISITIONS', 'SUBMISSIONS', 'OFFERS', 'CANDIDATE POOLS', and 'SEARCH'. The 'SUBMISSIONS' tab is active.

The main content area shows a breadcrumb trail: 'You are here > All Submissions > Submission View'. Below this is a 'Summary' sidebar on the left containing a profile picture placeholder, location information ('United States > New Jersey > Trenton Public Health Intern at Mercer County'), a 'Resume' button, and a note about '2 other inactive submission(s)'. It also features a 'HIGHLIGHTS (CURRENT SUBMISSION)' section with 'Required met' and 'Assets met' both at '0/0'.

The main content area displays the submission title: 'Submission: DeHaan, Emily for Student TCNJ Community Contact Tracer LEAD 2021 - Spring (ID: 20001584)'. Below the title is a 'More Actions' dropdown menu with icons for various functions. At the bottom right of this section are two buttons: 'Cancel' and 'Save and close'. An orange arrow points directly to the 'Save and close' button.

Below the submission details is an 'Offers' section with a 'Create New Offer' button and 'Full Screen' and 'Collapse All' options. A tabbed interface shows 'Offer (New)' and 'Requisition' tabs, with 'Offer (New)' currently selected. A 'Top Section' is visible below the tabs.

**Step 7. Click More Actions and Click on Submit for Approval. The Offer Status now says Approval in Process**

- Offer Process
  - Capture Competitive Offer
  - Capture Candidate Expectations
  - Extend Offer
  - Submit Offer for Approval
  - Cancel Offer
- Sourcing Activities
  - Link to Requisition
  - Share Candidate
  - Check for Duplicates
- Other Actions
  - Add Comments
  - Add Candidate to Folder
  - Send Correspondence

Offer 1 (Current) 0 Requisition

▲ Top Section

Status	: Approval in Progress	-
Start Date	: Jan 30, 2021, 12:00 AM <input type="checkbox"/> Tentative	-
Employment End Date	: May 21, 2021	-
Expiration Date	: Feb 9, 2021, 2:15 PM	-
Created on	: Feb 2, 2021	Jan 15, 2021

▲ General Terms

Annualized Salary	: 9,360.00	-
Currency	: US Dollar (USD)	US Dollar (USD)
Pay Basis	: Hourly	Hourly
Salary (Pay Basis)	: 12.00	-

▲ Details

Hire Type	: Adjunct/Student Rehire	-
Position	: PSTU0055 - Student Rate Library	PSTU0055 - Student Rate Library

▲ Offer Letter

Letter	: Student Employment Offer Letter_Revised	-
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