



THE COLLEGE OF NEW JERSEY
OFFICE OF HUMAN RESOURCES

Creating an Adjunct Offer Letter in Taleo

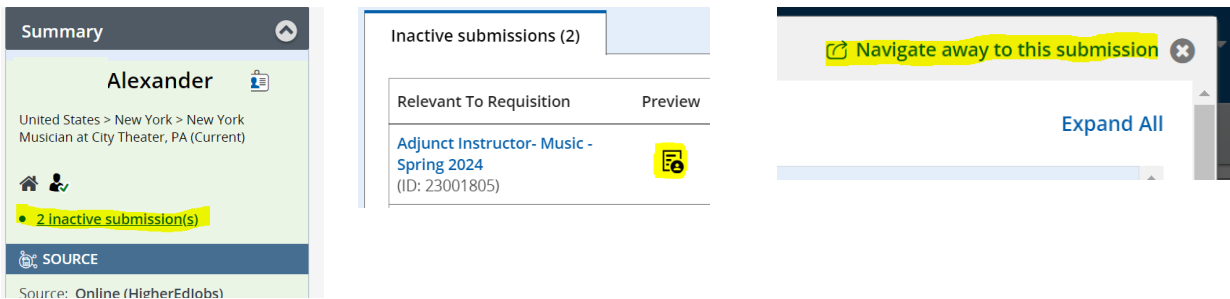
This guide provides instructions on creating an Adjunct offer letter in [Taleo](#). Ensure that the Profile Information is updated with the course and FWH information before creating an offer letter. If you have any questions regarding the hiring process submit a ticket in the [HR Portal](#) under the recruitment catalog.

The College of New Jersey (TCNJ)

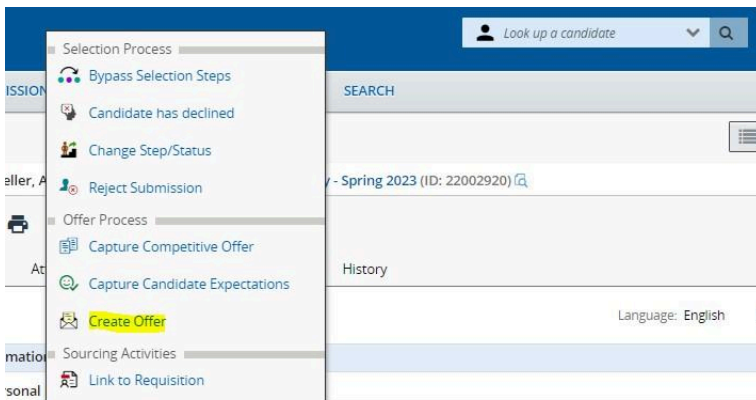
Office of Human Resources

hr@tcnj.edu

1. Look up the **candidate** in the search bar and locate the requisition submission you wish to create the offer for by clicking on the submissions under the profile summary. Another box will appear, click **Navigate away to this submission**.



2. Use the **More Actions** drop-down on the submission page linked to the requisition and select **Create Offer**.



3. In the **Top Section**, enter the start and end dates that align with the contract dates listed in the most relevant Adjunct Hiring Guide. Remove/ delete the expiration/orientation date.

Offer (New)
📄

🔍 Top Section

Status : **Draft**

Approved : -

Extended : -

Start Date : 📅 Tentative

Employment End Date : 📅

Expiration Date : 📅

Orientation Date : 📅

Created on : -

4. **Annualized Salary:** Total compensation of the assignment

Currency: US Dollar (USD)

Pay Basis: Biweekly

Salary (Pay Basis): Total compensation of the assignment, or the Annualized Salary divided by pay frequency.

Salary Basis (Pay Frequency): Biweekly Adjunct for the Fall and Spring semesters. This can be completed using the selector or by typing Biweekly Adjunct directly into the field.

Winter and Summer Session's pay basis will vary. Refer to the guide for the frequency.

▲ General Terms

Annualized Salary * : 5,850.00

Currency * : US Dollar (USD)

Pay Basis * : Biweekly

Salary (Pay Basis) * : 731.25

Salary Basis (Pay Frequency) * : Biweekly_Adjunct

$$5850 \div 8 = 731.25$$

5. **Hire Type:** Select from the drop-down.

Rehires: Adjunct/Student Rehire New

Hires: External New Hire

Position: Pooled Adjunct and Department Name

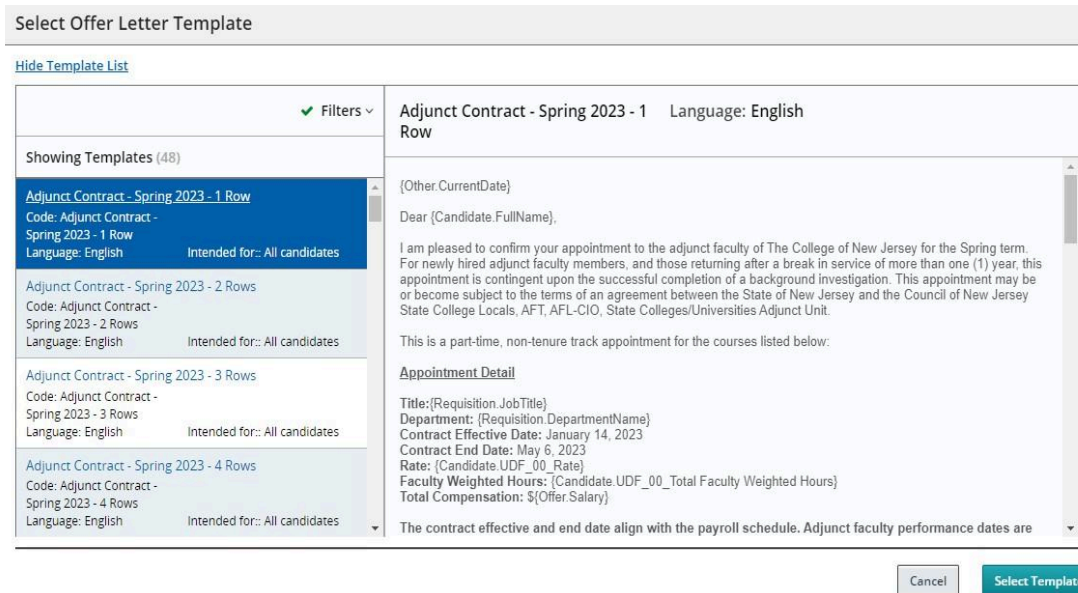
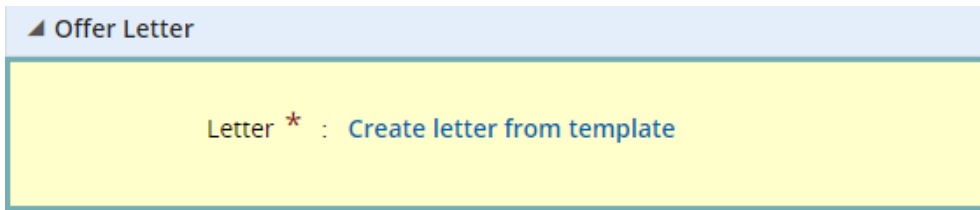
▲ Details

Hire Type * : Not Specified

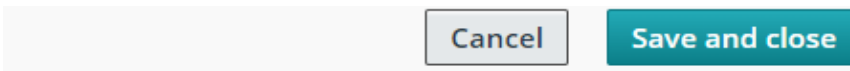
Notes :
Characters remaining : 765

Position * :

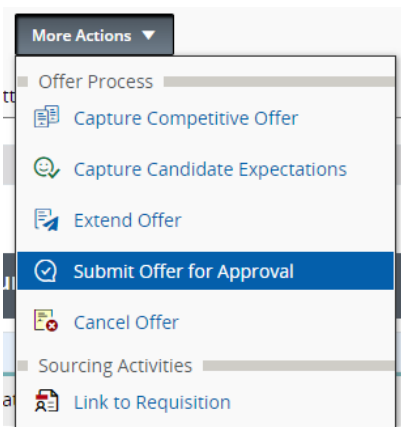
6. Select **Create letter from template** and choose from the list provided:



7. Scroll up and select **Save and Close** after completing all required fields.



8. Submit the offer to the supervisor and the department chair for **Approval**.



Approvals

You are submitting this requisition for approval

[Add Approvers](#) [Reorder](#)

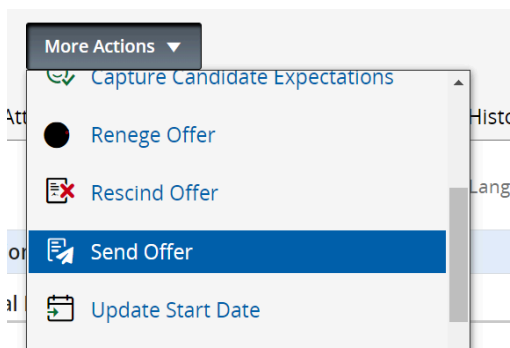
Order	Approver	Decision	Decision Comment
1		Approved	-
2		Pending	

Add the approvers to the list of my frequent collaborators

Comment to Approvers *

Characters remaining : 998

- Extend the offer via **E-Offer** once fully approved. Please do not use the written or email version of the offer letter. The link within the E-Offer will allow them to accept the position through Taleo.



If any issues arise when extending the offer or if the adjunct has issues accepting the offer letter, please contact us via the [HR Portal](#). Refer to the most recent version of the [Adjunct Hiring Guide](#) for more information and additional instructions.