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/de**lete the expiration/orientation date.
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.

5. **Hire Type**: Select from the drop-down.
   - **Rehires**: Adjunct/Student Rehire New
   - **Hires**: External New Hire

   **Position**: Pooled Adjunct and Department Name
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**.
9. 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.