



A PAF is no longer needed to hire someone (internal or external candidate) into an open (posted) position. After you select a final candidate, and you are ready to extend an offer of employment, please follow these steps:

Hiring Manager

- Discuss the candidate and position details with the Dean/Division Head and/or VP in your area. Once they are in agreement with proceeding, let them know offer will be pending their approval in Cornerstone once processed.
- You should *not* make any verbal offers of employment without consulting with HR. Please contact the Talent Acquisition Team when you are ready to make an offer and we will discuss next steps with you: careers@njit.edu. We will need the following information:
 - Requisition #
 - Candidate Name
 - Proposed Offer Amount (salary)
 - Potential Start Date and End Date (if applicable)
- Once reviewed and discussed with you, the Talent Acquisition Team draft the offer letter and send for Hiring Manager, Division Head and Vice President Approval (Grants and Contracts will be part of the approval, if applicable).

**This process does not apply to Tenure-Track Faculty offers; offers for Tenure/Tenure-Track Faculty, University Lecturers and Professors of Practice will continue to be approved via the Office of the Provost.*

***This process also does not apply to Adjuncts. An [Adjunct Contract](#) should still be completed and approved.*

Hiring Manager, Division Head & Vice President

- The offer letter will need your electronic approval and the request will be sent via email through Cornerstone. *Grants and Contracts will also be a part of this approval process, if applicable.* When an offer requires your approval, you will receive an email (from careers@njit.edu) with the following offer information:

Subject

Candidate Response Received: CANDIDATE NAME

Hello,

There is an offer pending your approval. Please see detailed information below:

- Position Title:
- Department:
- Requisition ID:
- Requested by:
- Offer Amount:
- Start Date:
- Position Number:
- Index # and Account Code
- Comments:

Please click on the link below to access your Approvals Page and capture your response to this offer request as soon as possible.

If you are prompted to log in manually, please use your UCID credentials.

<https://njit-pilot.csod.com/ATS/Approval/OfferLettersPending.aspx>

- When you click on the link in the email above, you will be redirected to Cornerstone to finish the action. Please make sure you select the “offer letters tab” to the left:

Recruiting Approvals

Offer Letter Approvals

Pending (1) Past

Requisition Name: Owner (1 Result)

Hide Notification Only

Requisition	Owner(s)	Candidate	Offer	Submitted		
Test Position	Manager, Hiring	Jane Doe		2/3/2022 5:15 PM		

- Here you will have access to:
 - Review the requisition details (by clicking on the position title), review the offer letter draft and approve or deny the offer.
 - To approve or deny the offer, you will need to select either the green (approve) or red (deny) arrows to the left and then hit “submit” once it appears at the bottom of the screen.

Recruiting Approvals

Offer Letter Approvals

Pending (1) Past

Requisition Name: Owner (1 Result)

Hide Notification Only

Requisition	Owner(s)	Candidate	Offer	Submitted		
Test Position	Manager, Hiring	Jane Doe		2/3/2022 5:15 PM		

- This approval takes the place of a PAF and electronically signing the offer letter (formerly sent via DocuSign); your electronic approval will trigger the official offer.
 - *A PAF will still be used to hire Tenure|Tenure-Track Faculty and will continue to be approved, and issued, via the Office of the Provost.*
- Once approved, HR will send the offer letter to the candidate. The offer letter is sent through Cornerstone and the candidate will log into their candidate profile to review the offer and accept/deny the offer.
- The Hiring Manager will be notified of the acceptance of the offer via email once the candidate records their decision. Budget will also be notified. The email will contain the following information:

Subject Candidate Response Received: CANDIDATE NAME

Hello,

CANDIDATE NAME has recorded a response to their offer. Please see details below:

- Offer Status:
- Position Title:
- Department:
- Requisition ID:
- Requested by:
- Offer Amount:
- Start Date:
- Position Number:
- Comments:

Hiring Manager

- Once the candidate officially accepts the offer, the following steps will occur:
 - Background Check/Onboarding begins:
 - HR will begin the background check process, including reference checks
 - HR will begin the electronic onboarding process to collect the required paperwork
 - You will be notified once these steps are complete and provided with the employee's NJIT ID#
 - Please review and use the "[onboarding checklists](#)" which will be useful to ensure your new hire is appropriately set up for success prior to their start

Should you have any questions on this process, please contact a member of the HR Talent Acquisition Team: careers@njit.edu