The following provides instruction on how to initiate a job offer online. Departments can choose whether to make the job offer or to have HR make the job offer to the selected candidate, but in either case a job offer must be documented using the online process. Individuals identified on the Hiring Team as the Recruiter or Hiring Manager may initiate the online job offer process.

To begin the job offer process, use an Internet browser to access the myNorthridge portal homepage at www.csun.edu.

1. Login to the myNorthridge portal using your CSUN User ID and password.

2. Find the Human Resources/Manager pagelet and click on Manage Recruitment.

If you are identified as part of the Hiring Team for any Job Opening, including the Recruiter (Department Contact), Hiring Manager or Interviewer, you will see a list of jobs with which you are associated.
3. Click on the Job Opening number desired.

A list of applicants will display. To initiate a job offer to a specific applicant, click on the icon found in the Prepare Job Offer column along the row with the applicant’s name.

4. The Prepare Job Offer page displays a summary of the job opening information.
5. Scroll down the page to the section entitled **Job Offer Components**. Enter the Offer Amount (monthly rate) and use the comment box to specify any additional details of the offer. Click yellow **Submit** button when complete.

6. The Job Offer Approval process generates e-mail to the Hiring Manager if identified on the Hiring Team, then Financial Manager/MAR, then HR.

**Information to include in the Job Offer Comments box:**

1. List candidates in preference order.
2. Date references were checked for each candidate.
3. Desired effective or start date.
4. Salary offer information including where to begin end negotiations.
5. Instruction as to whether to contact subsequent choices if the first choice declines, or to contact the Department Recruiter before proceeding.