



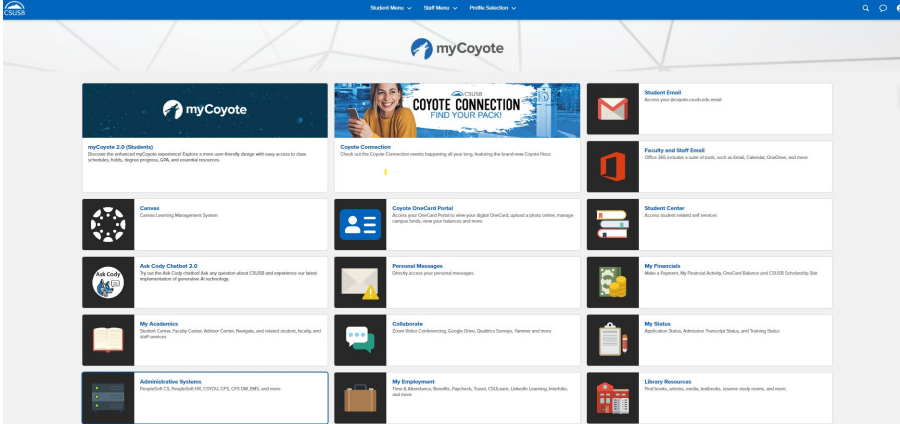
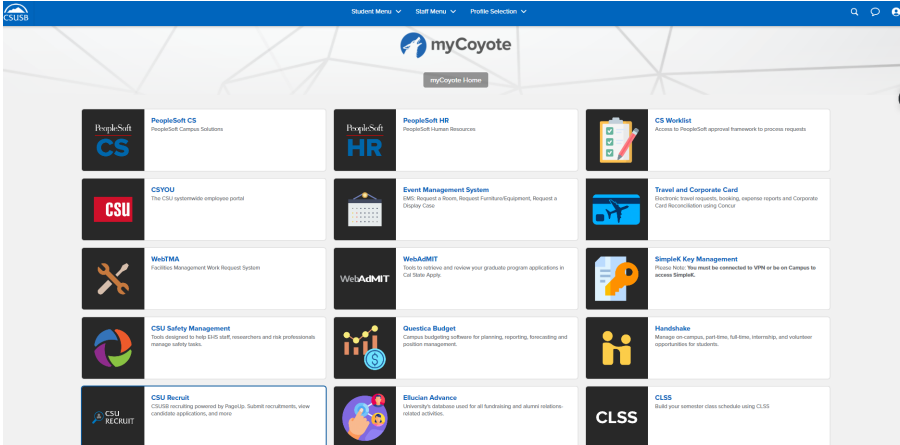
Employment Services

**CSU Recruit – View Offer Letter /
Position Description as Hiring
Administrator**

Human Resources

Employment Services

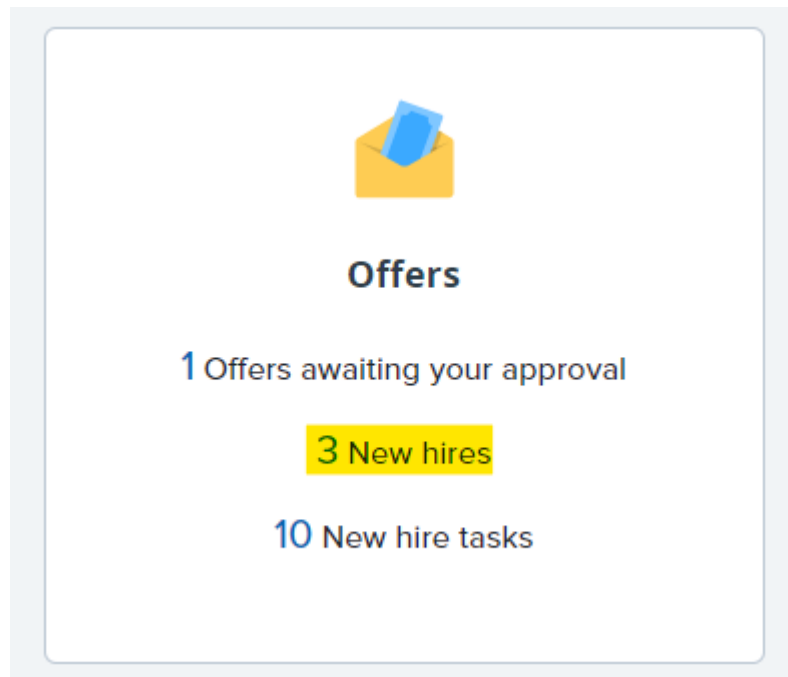
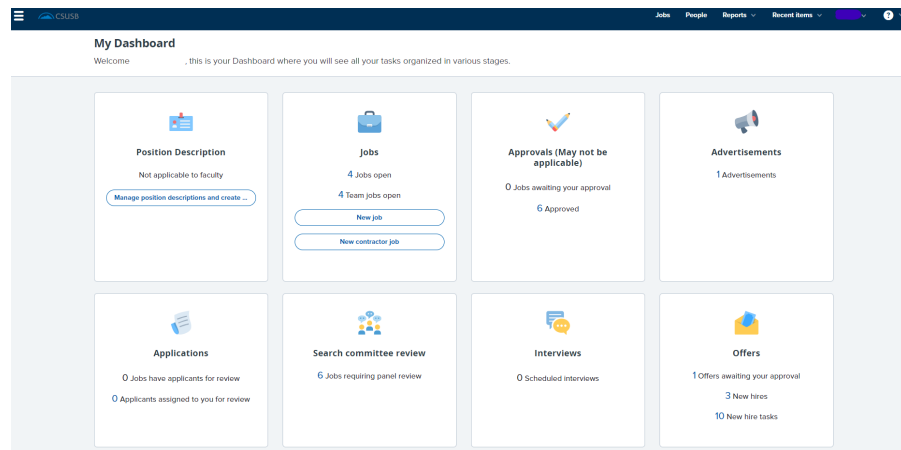
Last Revised:9/9/2024

Action	Information/Screenshot
<p>How to view Offer Letter / Position Description as Hiring Manager</p>	<p>Navigate to: csusb.edu and log into 'myCoyote' employee profile</p> <p>From Home Dashboard, locate and select 'Administrative Systems'</p> 
<p>myCoyote navigation to CSU Recruit</p>	<p>From 'Administrative Systems' webpage, locate and select 'CSU Recruit'</p> 
<p>CSU Recruit Dashboard</p>	<p>There are various actions you can take in the CSU Recruit Dashboard; to view Offer Letter(s) and</p>

Position Description(s) select the tab that indicates **'Offers'**

Depending on whether the offer is currently on the conditional or formal stage, you can view offers under the **'x Offers awaiting your approval'** or **'x New Hires'** link

For this example, we will review the **'x New Hires'** link under **'Offers'**



Offers Webpage (New Hires)

The **Offers** webpage gives the ability for Hiring Administrator to view **Applicant Name, Requisition Number, and Application Status**

Also included is the ability to **‘View Offer Details’** and **‘View All Tasks’**

Applicant name	Requisition Number	Title	Application status	
Sam Bernardino	529651	Community Service Specialist (Community Service Specialist II, Palm Desert Campus)	Formal Offer Accepted	View offer details View all tasks
Cody Coyote	533898	Lead Community Service Specialist (Community Service Spec 12 Mos, Parking Administration)	Formal Offer Accepted	View offer details View all tasks
Cady Coyote	533898	Lead Community Service Specialist (Community Service Spec 12 Mos, Parking Administration)	Formal Offer Accepted	View offer details View all tasks

Locate your appropriate requisition and select ‘View Offer Details’.

This will open the applicant’s Job Offer Details

Offer Details Including Offer Letter and Position Description

Review the **‘Offer Details’** for applicant, as needed
 Scroll and locate the **‘Application Documents’** sub-section

There you will find the **Offer Letter** and **Position Description**

Click **‘View’** to download file

Title	Size	Category	
Offer Letter Cody Coyote CSUEU-Prob-Benefits Eligible PDF.pdf	169Kb	Offer Letter - Non Confidential	View
PD Redacted Position Title - PageUp.pdf	264Kb	Position Description Offered	View

	<p>When you are done reviewing, you may 'Save and Close' the Offer Details, or close by selecting 'Cancel'.</p>
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