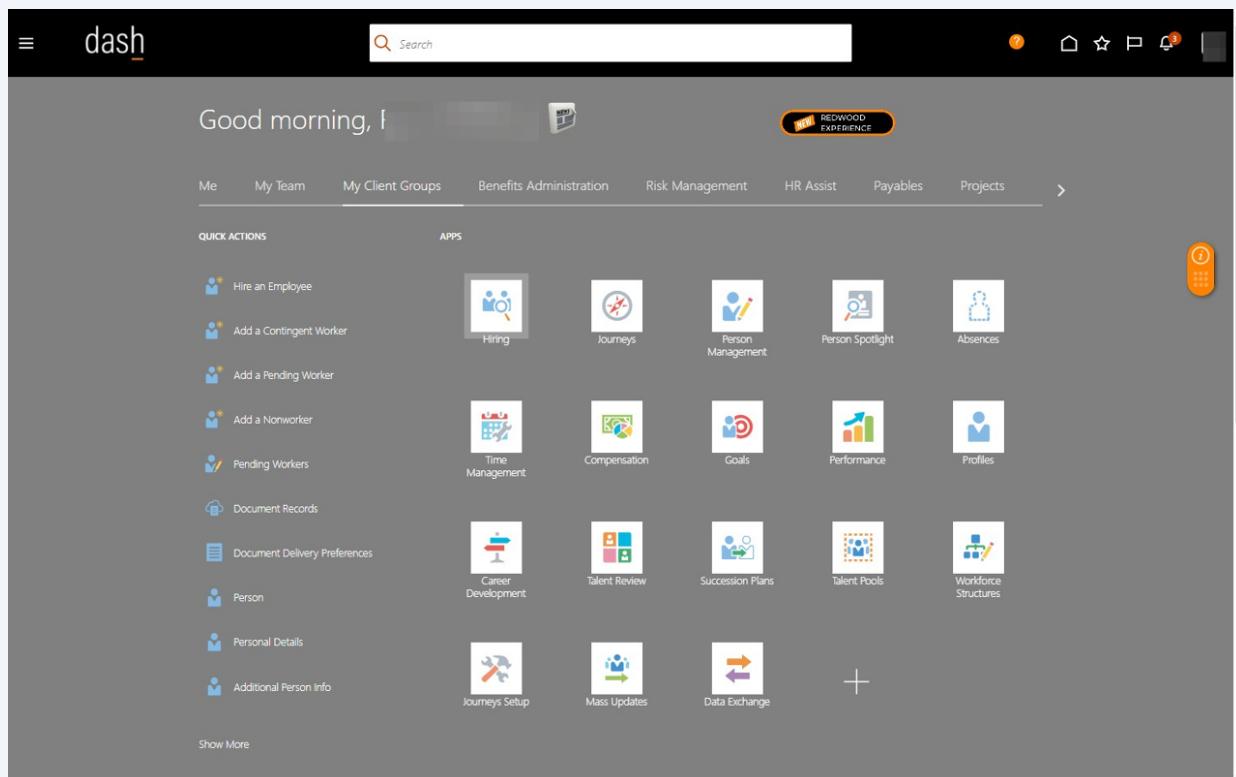


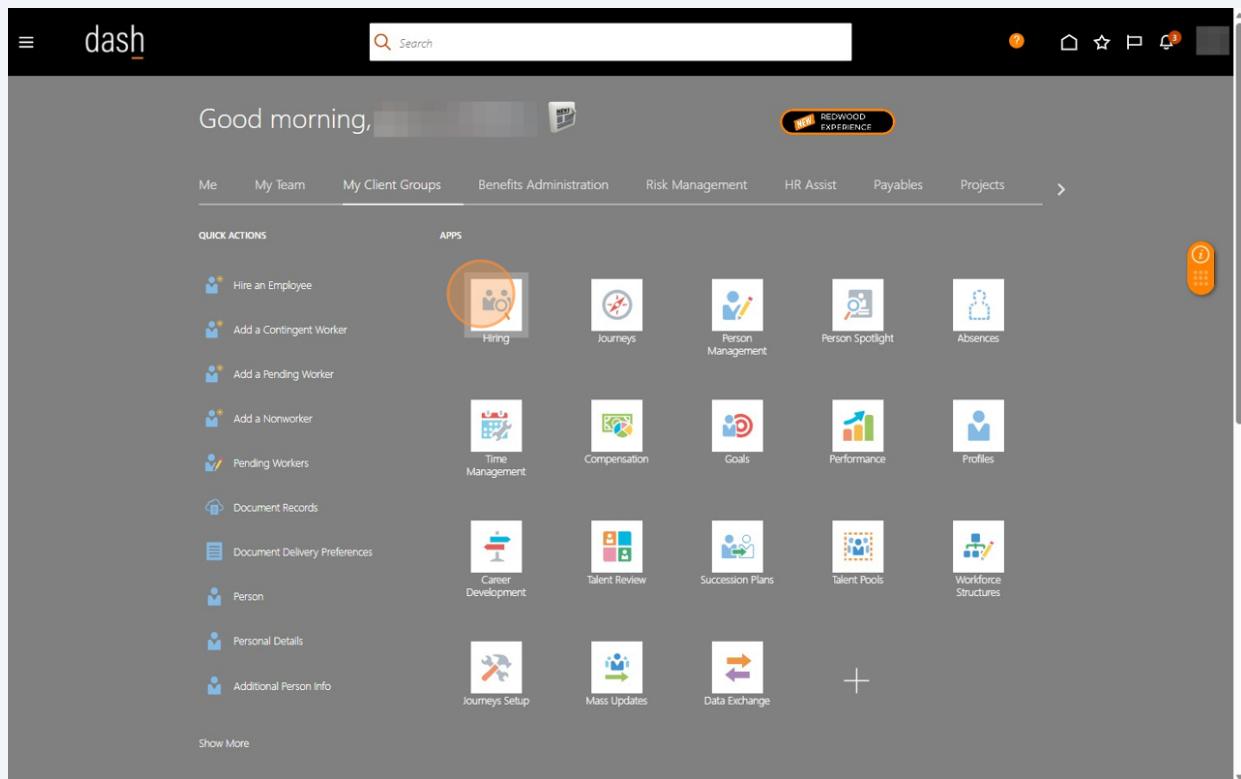
Create a Job Offer for a Student/Temp/GA in DASH

1

Navigate to [DASH](#)

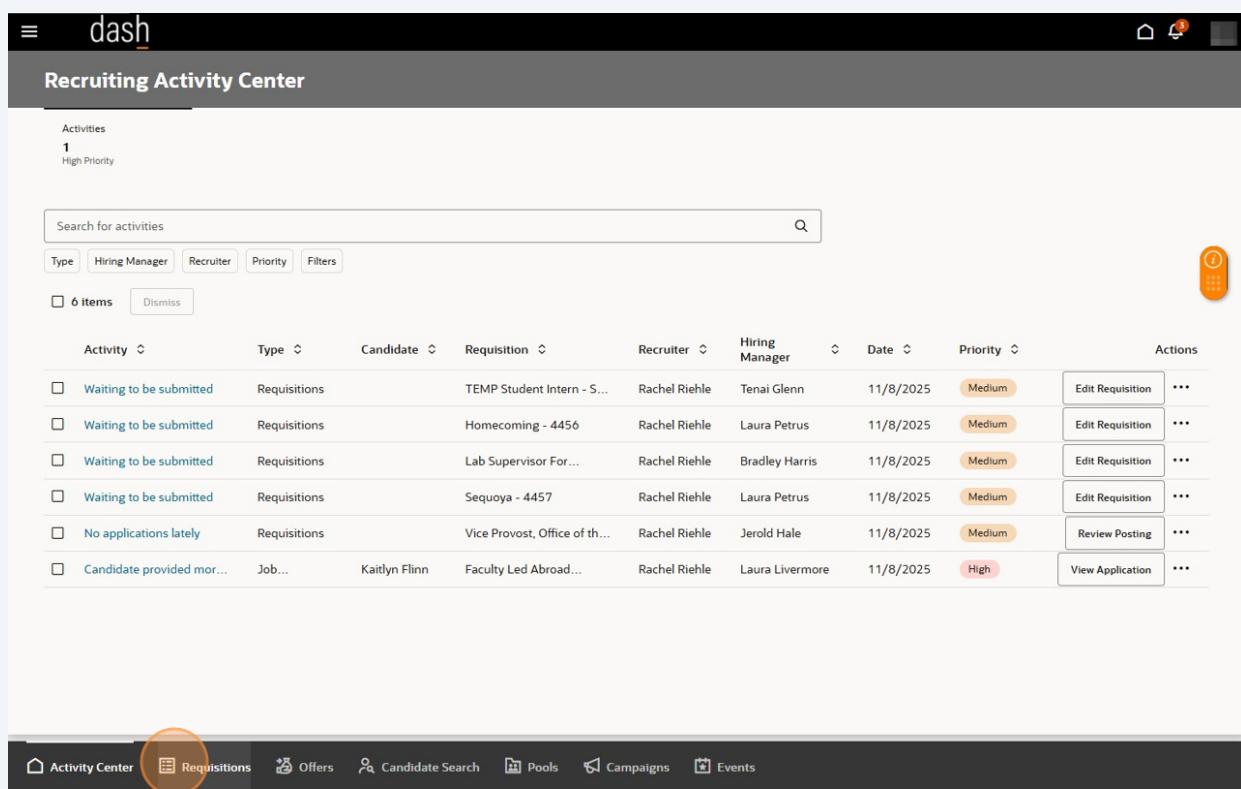


2 Click in the Hiring tile under My Team or My Client Groups.



The screenshot shows the Oracle HCM Cloud Home screen. At the top, there is a navigation bar with links for 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Risk Management', 'HR Assist', 'Payables', and 'Projects'. Below the navigation bar is a 'QUICK ACTIONS' section and a grid of 'APPS'. The 'Hiring' app icon is highlighted with a red circle. Other apps visible include 'Journeys', 'Person Management', 'Person Spotlight', 'Absences', 'Time Management', 'Compensation', 'Goals', 'Performance', 'Profiles', 'Career Development', 'Talent Review', 'Succession Plans', 'Talent Pools', 'Workforce Structures', 'Journeys Setup', 'Mass Updates', and 'Data Exchange'. A 'Show More' link is at the bottom of the app grid.

3 Click "Requisitions"



The screenshot shows the Recruiting Activity Center. The title bar says 'Recruiting Activity Center'. Below the title bar, there is a section for 'Activities' with a count of '1 High Priority'. A search bar and filter buttons for 'Type' (Hiring Manager, Recruiter), 'Priority', and 'Filters' are present. A message indicates '6 items' and a 'Dismiss' button. The main area is a table showing activity details:

Activity	Type	Candidate	Requisition	Recruiter	Hiring Manager	Date	Priority	Actions
<input type="checkbox"/> Waiting to be submitted	Requisitions		TEMP Student Intern - S...	Rachel Riehle	Tenai Glenn	11/8/2025	Medium	<button>Edit Requisition</button> <button>...</button>
<input type="checkbox"/> Waiting to be submitted	Requisitions		Homecoming - 4456	Rachel Riehle	Laura Petrus	11/8/2025	Medium	<button>Edit Requisition</button> <button>...</button>
<input type="checkbox"/> Waiting to be submitted	Requisitions		Lab Supervisor For...	Rachel Riehle	Bradley Harris	11/8/2025	Medium	<button>Edit Requisition</button> <button>...</button>
<input type="checkbox"/> Waiting to be submitted	Requisitions		Sequoia - 4457	Rachel Riehle	Laura Petrus	11/8/2025	Medium	<button>Edit Requisition</button> <button>...</button>
<input type="checkbox"/> No applications lately	Requisitions		Vice Provost, Office of th...	Rachel Riehle	Jerold Hale	11/8/2025	Medium	<button>Review Posting</button> <button>...</button>
<input type="checkbox"/> Candidate provided mor...	Job...	Kaitlyn Flinn	Faculty Led Abroad...	Rachel Riehle	Laura Livermore	11/8/2025	High	<button>View Application</button> <button>...</button>

At the bottom, there is a navigation bar with links for 'Activity Center', 'Requisitions' (which is highlighted with a red circle), 'Offers', 'Candidate Search', 'Pools', 'Campaigns', and 'Events'.

4 Search for the position name.

Job Requisitions

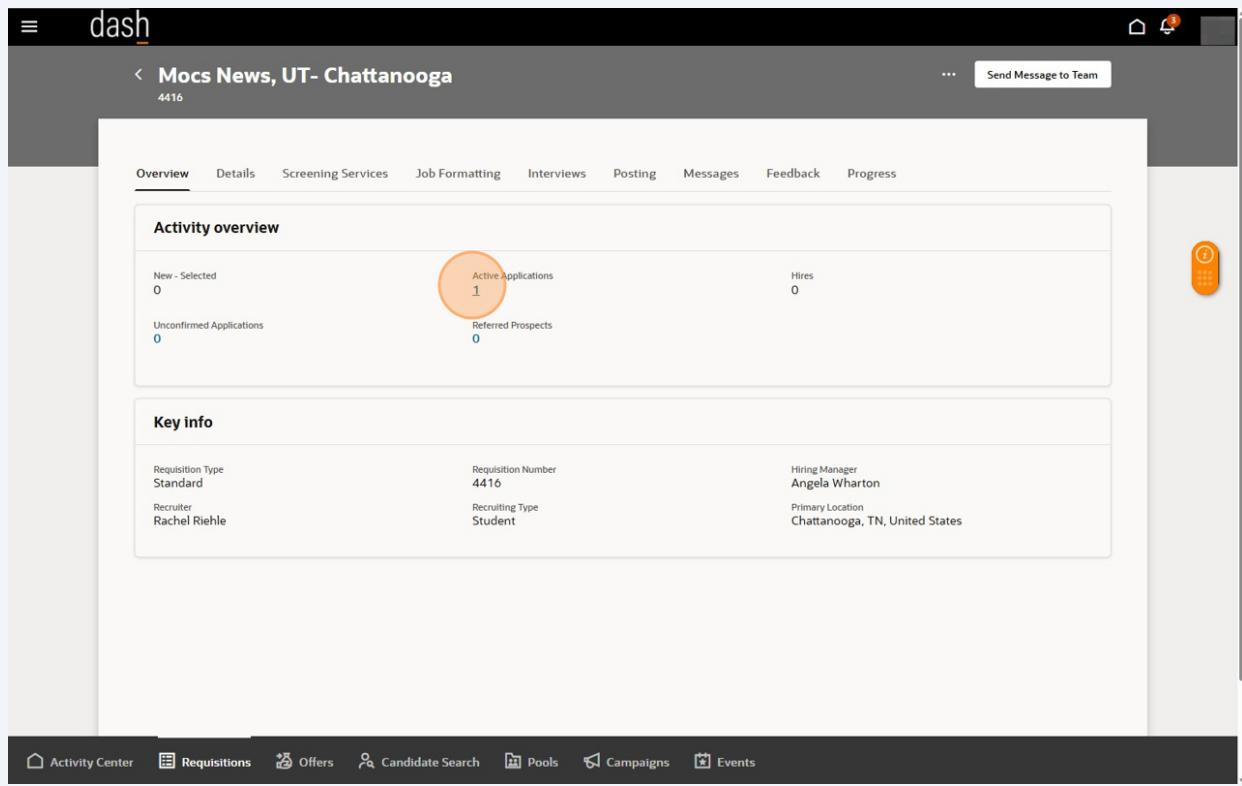
Mocs News

Phase State Hiring Manager Recruiter Hiring Team Role Recruiter, Hiring Manager, Collaborator X Location Filters Clear (1)

Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications	Applications	Prospects	Hiring Manager	Actions
Mocs News (60500039)	5539	Open - Not Posted	Open	Not Posted	0	0	0	Eri	...
Mocs News - UT- Chattanooga	4416	Open - Not Posted	Open	Not Posted	0	1	0	An	...
Public Speaking Lecturer, '	843	Posting - In Progress	Posting	In Progress	0	0	0	Ste	...

Activity Center Requisitions Offers Candidate Search Pools Campaigns Events

5 Click on the Active Applications.

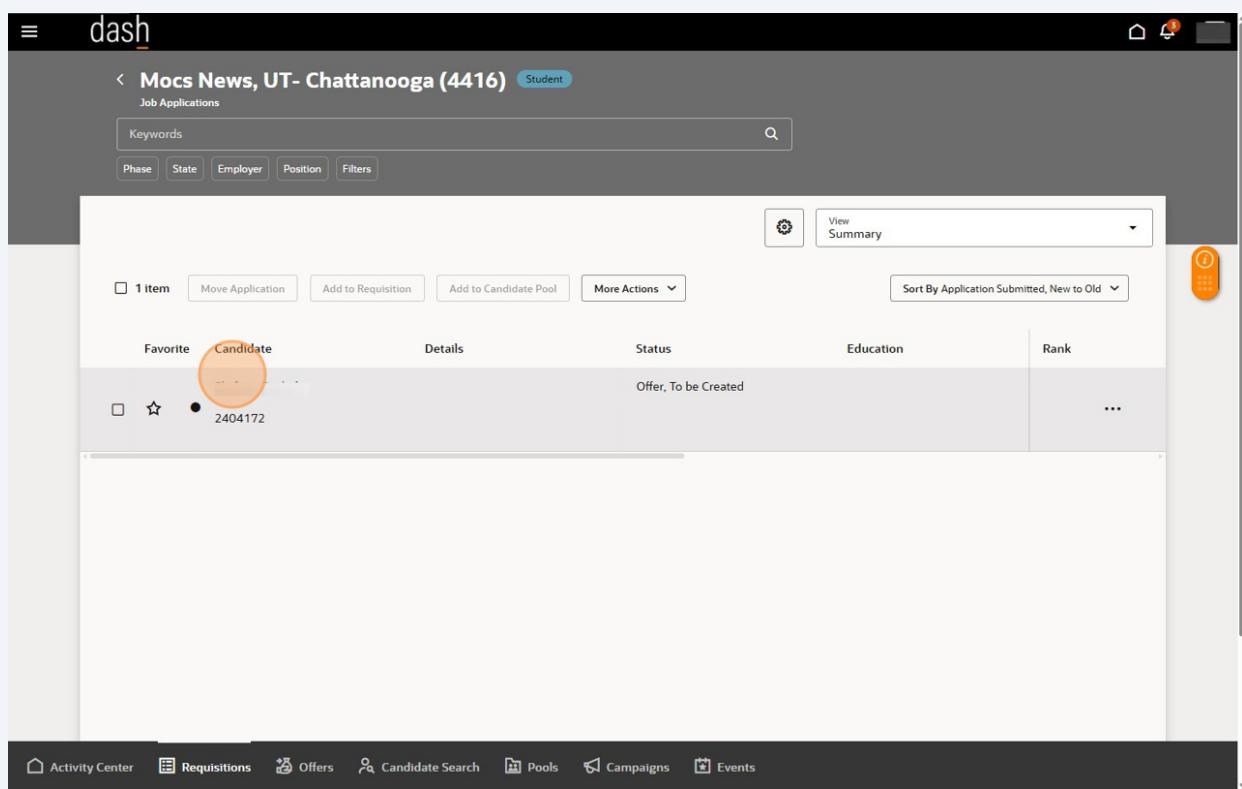


The screenshot shows the 'Job Application Overview' page. At the top, there is a navigation bar with tabs: Overview, Details, Screening Services, Job Formatting, Interviews, Posting, Messages, Feedback, and Progress. The 'Overview' tab is selected. Below the tabs is a section titled 'Activity overview' with the following data:

Category	Value
New - Selected	0
Active Applications	1
Unconfirmed Applications	0
Referred Prospects	0
Hires	0

On the right side of the page, there is a vertical sidebar with icons for Activity Center, Requisitions, Offers, Candidate Search, Pools, Campaigns, and Events. The 'Offers' icon is highlighted with an orange circle.

6 Click the applicant's name



The screenshot shows the 'Job Application Details' page for Requisition Number 4416. At the top, there is a navigation bar with tabs: Activity Center, Requisitions, Offers, Candidate Search, Pools, Campaigns, and Events. The 'Offers' tab is selected. Below the tabs is a search bar with 'Keywords' and a search icon, and buttons for 'Phase', 'State', 'Employer', 'Position', and 'Filters'.

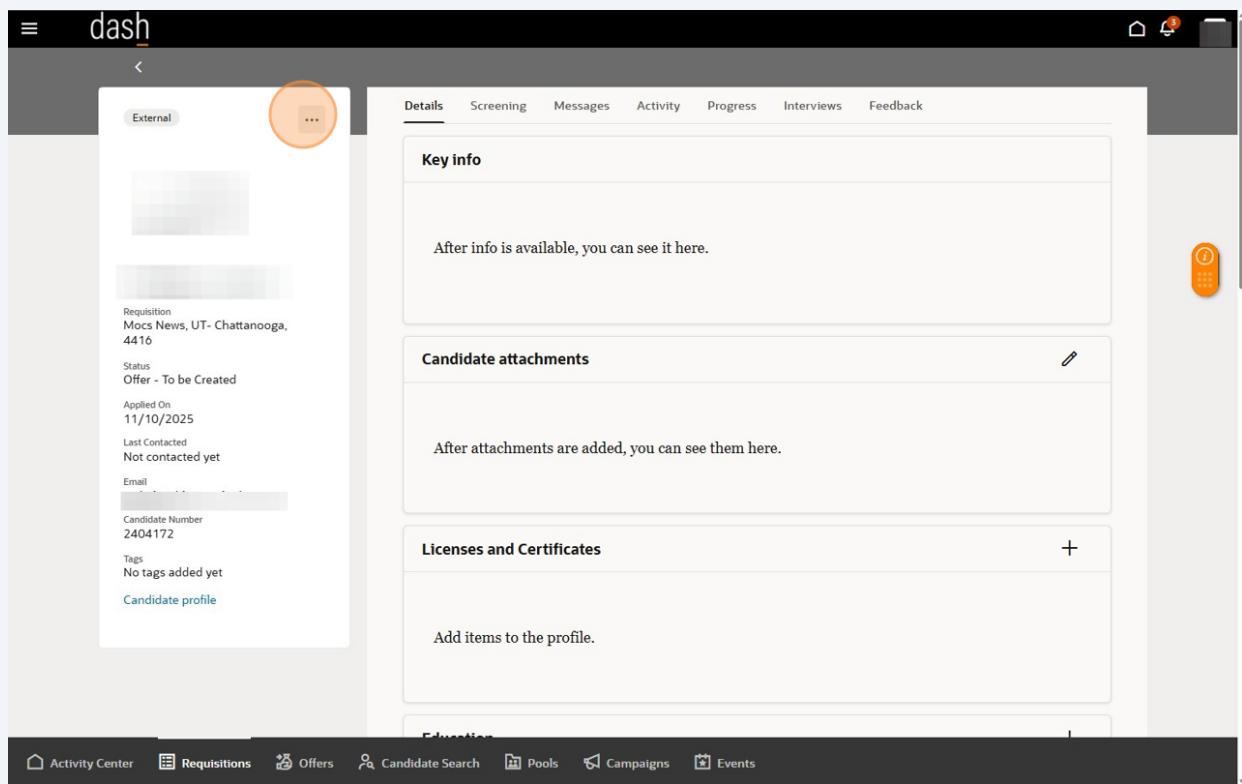
The main content area displays a table with the following columns: Favorite, Candidate, Details, Status, Education, and Rank. The 'Candidate' column for the first row is highlighted with an orange circle. The row data is as follows:

Favorite	Candidate	Details	Status	Education	Rank
<input type="checkbox"/>	Offer, To be Created 2404172				...

On the right side of the page, there is a vertical sidebar with icons for Activity Center, Requisitions, Offers, Candidate Search, Pools, Campaigns, and Events. The 'Offers' icon is highlighted with an orange circle.

7

Click on the 3 dots above the candidate's name and select Create Job Offer.



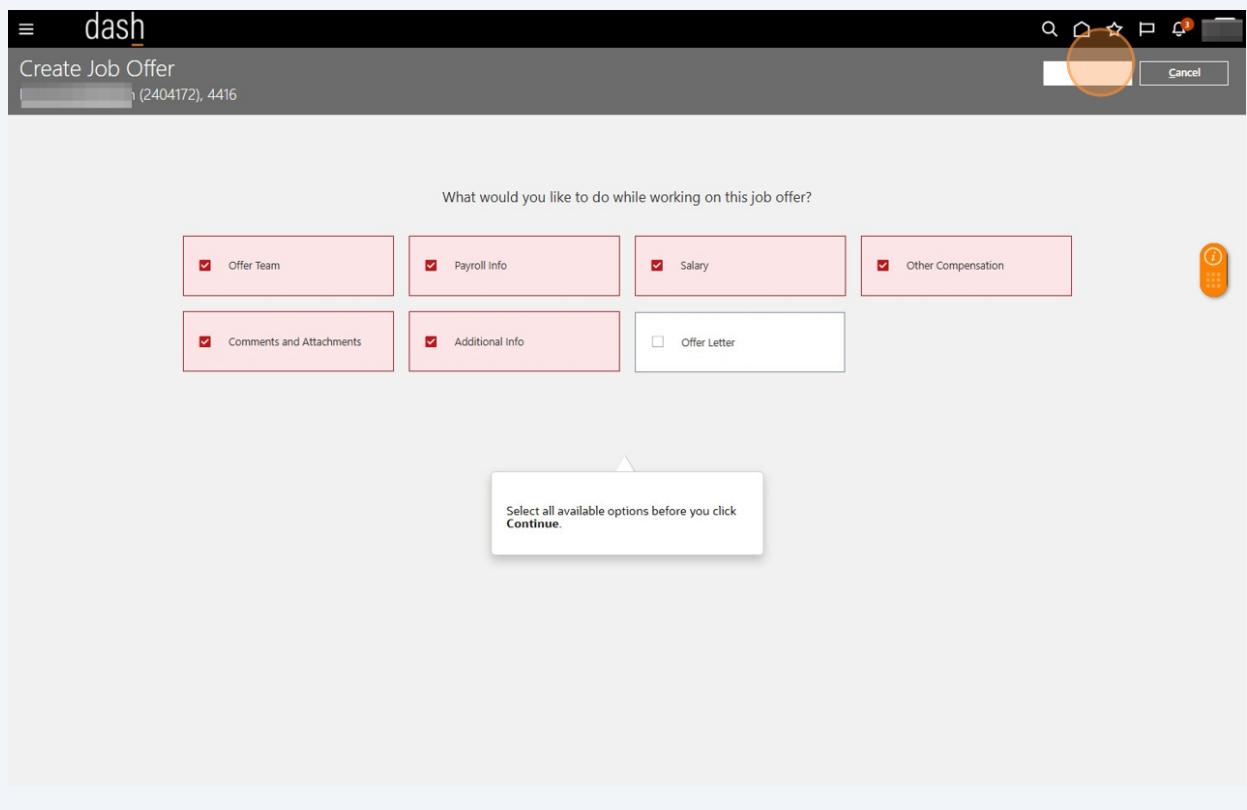
The screenshot shows a recruitment software interface with a candidate profile. The profile includes the following details:

- Requisition:** Mocs News, UT- Chattanooga, 4416
- Status:** Offer - To be Created
- Applied On:** 11/10/2025
- Last Contacted:** Not contacted yet
- Email:** [redacted]
- Candidate Number:** 2404172
- Tags:** No tags added yet
- Candidate profile:** (link)

At the top of the profile, there is a button with three dots (...), which is highlighted with an orange circle. The interface has a navigation bar at the top with tabs: Details, Screening, Messages, Activity, Progress, Interviews, and Feedback. The 'Details' tab is selected. Below the navigation bar, there are sections for 'Key info', 'Candidate attachments', 'Licenses and Certificates', and 'Education'. The 'Key info' section contains the text: "After info is available, you can see it here." The 'Candidate attachments' section contains the text: "After attachments are added, you can see them here." The 'Licenses and Certificates' section contains the text: "Add items to the profile." The 'Education' section is partially visible. At the bottom of the interface, there is a navigation bar with links: Activity Center, Requisitions, Offers, Candidate Search, Pools, Campaigns, and Events.

8

Select Offer Team, Payroll Info, Salary, Other Compensation, Comments and Attachments, and Additional Information and click on Contiuie.



9

Enter in the employee's start date. Worker type will be 'Employee'. Action will be 'Add Pending Worker' for new hires who are not currently active in DASH. Action will be 'Add Assignment' if they are active in DASH. Click on 'Continue'.

When and Why

*When is the employee start date? 11/10/2025

*Action Select a value

*Legal Employer UT System

*Worker Type

Continue

② Assignment Info

③ Offer Team

④ Payroll Info

⑤ Salary

⑥ Other Compensation



Tip! If the position is bi-weekly (paid hourly), the hire date will need to be at the start of the bi-weekly pay period. Please refer to the payroll calendar on the HR page or contact HR for assistance at x4221.

10

Verify the information listed - it will pull over from the position details. Click "University of Tennessee" for 'Reporting Establishment'

Create Job Offer
(2404172), 4416

Save and Close Submit Cancel

2 Assignment Info

*Assignment Status Active - Payroll Eligible	*Hourly Paid or Salaried Select a value
*Business Unit UT Chattanooga Campus BU	<input checked="" type="checkbox"/> Calculate FTE and headcount automatically
Projected End Date m/d/yyyy	Working Hours 20 Weekly
Job Student Assistant	FTE 0.5
Business Title Mocs News	Probation Period Select a value
Grade MR00	Probation End Date m/d/yyyy
Department 440058-MOCS News	Employment Type Student
*Reporting Establishment Select a value	Working as a Manager Select a value
Location 540 McCallie Ave	LDA Position Select a value
Working at Home Select a value	Grant-funded Select a value
Assignment Category Student Worker	LOA Status Select a value
Full Time or Part Time Part time	LOA Start Date m/d/yyyy

11

Click the "Hourly Paid or Salaried" field and select the pay type.

Create Job Offer
(2404172), 4416

Save and Close Submit Cancel

2 Assignment Info

*Assignment Status Active - Payroll Eligible	*Hourly Paid or Salaried Select a value
*Business Unit UT Chattanooga Campus BU	<input checked="" type="checkbox"/> Calculate FTE and headcount automatically
Projected End Date m/d/yyyy	Working Hours 20 Weekly
Job Student Assistant	FTE 0.5
Business Title Mocs News	Probation Period Select a value
Grade MR00	Probation End Date m/d/yyyy
Department 440058-MOCS News	Employment Type Student
*Reporting Establishment University of Tennessee	Working as a Manager Select a value
Location 540 McCallie Ave	LDA Position Select a value
Working at Home Select a value	Grant-funded Select a value
Assignment Category Student Worker	LOA Status Select a value
Full Time or Part Time Part time	LOA Start Date m/d/yyyy

12 Click "Continue"

Create Job Offer
2404172), 4416

Save and Close Submit Cancel

Active - Payroll Eligible	Hourly
*Business Unit	<input checked="" type="checkbox"/> Calculate FTE and headcount automatically
UT Chattanooga Campus BU	Working Hours
Projected End Date	20 Weekly
m/d/yyyy	FTE
Job	0.5
Student Assistant	Probation Period
Business Title	Probation End Date
Mocs News	m/d/yyyy
Grade	Employment Type
MR00	Student
Department	Working as a Manager
440058-MOCS News	Select a value
*Reporting Establishment	LDA Position
University of Tennessee	Grant-funded
Location	LOA Status
540 McCallie Ave	LOA Start Date
Working at Home	m/d/yyyy
Select a value	
Assignment Category	
Student Worker	
Full Time or Part Time	
Part time	

Continue

③ Offer Team

13

The Offer Team listed will contain the hiring manager, recruiter, and onboarding specialist(s) to receive notifications from DASH regarding the new hire.

Create Job Offer
(2404172), 4416 Save and Close Submit Cancel

① When and Why Edit

② Assignment Info Edit

③ Offer Team Print

Hiring Manager
Erica Beasley Executive Director, Business Affairs

Recruiter
Logan Rader HR Admin Support/Office Mgt

Add Collaborator Type
Onboarding Specialist

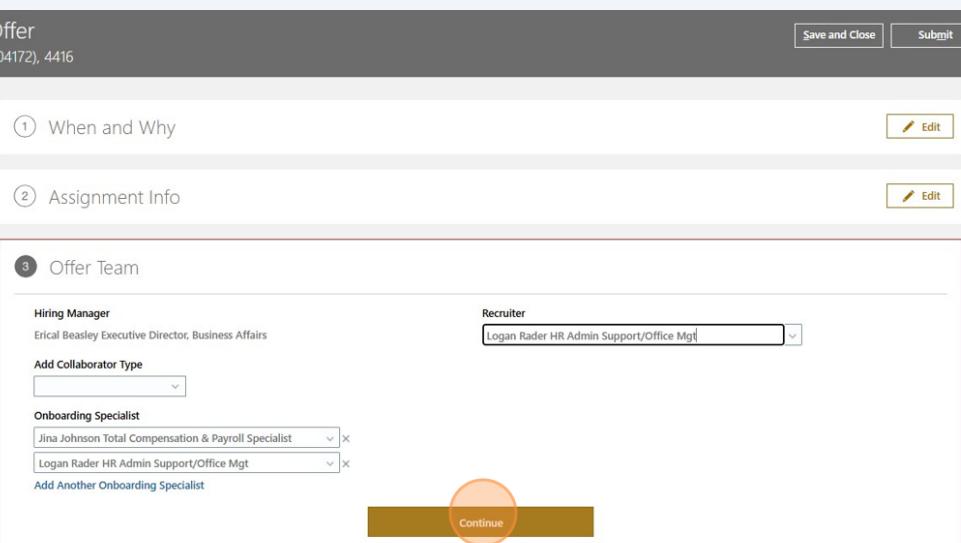
Jina Johnson Total Compensation & Payroll Specialist
Logan Rader HR Admin Support/Office Mgt

Add Another Onboarding Specialist Continue

④ Payroll Info

⑤ Salary

⑥ Other Compensation



Tip! If another individual needs to be a part of the offer team and receive notifications from DASH, you may enter them in as a Hiring Manager Assistant located under 'Add Collaborator Type'.

14

Click 'UT 7 Day OT' for bi-weekly hires in the 'Overtime Period for Payroll'. Also select 'Yes' for 'Time Card Required for Payroll' if position is bi-weekly.

Create Job Offer
(2404172), 4416

Save and Close Submit Cancel

① When and Why Edit

② Assignment Info Edit

Team

Select UT 7 Day OT
(For all employees except UTC and UTK accredited police officers)

Select UT 14 Day OT
(For UTC and UTK accredited police officers)

Overtime Period for Payroll
UT 7 Day OT

Info

Choose the same value selected for Overtime period for Payroll above.

Time Card Required for Payroll
Yes

Select Yes.

Time Card Required for Assignment
Yes

Select Yes.

Other Info

*Tax Reporting Unit
University of Tennessee

Overtime Period for Assignment
UT 7 Day OT

Continue

⑤ Salary



Alert! Both 'Payroll Frequency' and 'Other Info' sections will need to match information for the position.

If the position is monthly, select 'No' for 'Time Card Required for Payroll'. The 'Overtime Period for Assignment' selection will remain blank. You will receive notifications as seen on the above screenshot with instructions to set up the 'Payroll Info' section.

15

Select the appropriate 'Salary Basis' for the position. Enter the 'Salary Amount' associated with the new hire. Click on 'Continue'.

Create Job Offer
(2404172), 4416 Save and Close Submit Cancel

① When and Why Edit

② Assignment Info Edit

③ Offer Team Edit Print

④ Payroll Info Edit

⑤ Salary Edit

*Salary Basis ?
Hourly Salary Basis Salary Amount

*Salary Amount USD Hourly
13.50

Grade Name
MR00

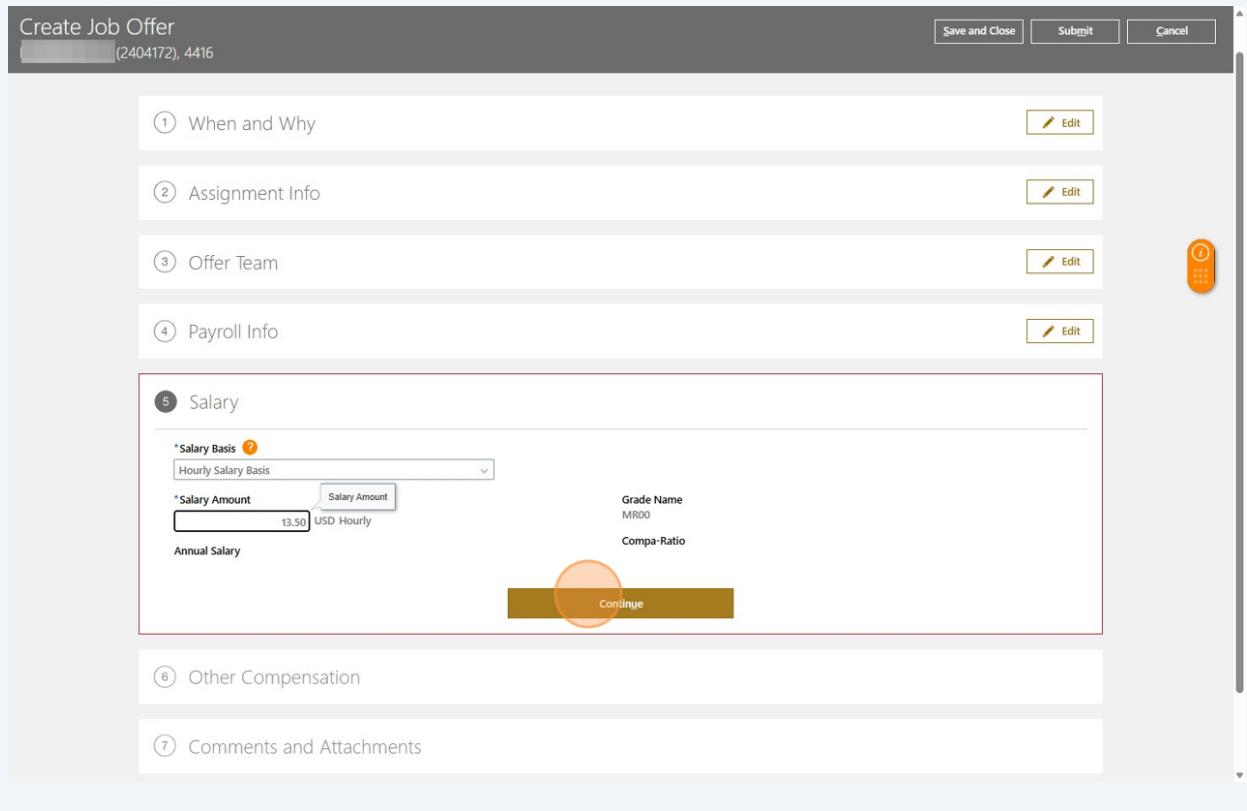
Compa-Ratio

Annual Salary

Continue

⑥ Other Compensation

⑦ Comments and Attachments



Alert! 9-Month Salary Basis is only applicable to 9-month faculty positions.

16

If other compensation is needed, click on 'Add' and select the correct compensation type.

Create Job Offer
(2404172), 4416

Save and Close Submit Cancel

① When and Why Edit

② Assignment Info Edit

③ Offer Team Edit

④ Payroll Info Edit

⑤ Salary Edit

⑥ Other Compensation + Add

 There's nothing here so far.
Continue

⑦ Comments and Attachments

⑧ Additional Info

17

Enter any hiring or offer comments. These comments are not seen by the candidate and kept internal.

Create Job Offer
(2404172), 4416

Save and Close Submit Cancel

④ Payroll Info Edit

⑤ Salary Edit

⑥ Other Compensation Edit

⑦ Comments and Attachments

Offer Comments

Internal Documents

 Drag files here or click to add attachment

Offer Comments

Continue

⑧ Additional Info

18 Click "Submit"

Create Job Offer
(2404172), 4416

Save and Close **Submit** Cancel

① When and Why

② Assignment Info

③ Offer Team (i)

④ Payroll Info

⑤ Salary

⑥ Other Compensation

⑦ Comments and Attachments

⑧ Additional Info

Tenure Track

Moving Expense Allowance Amount

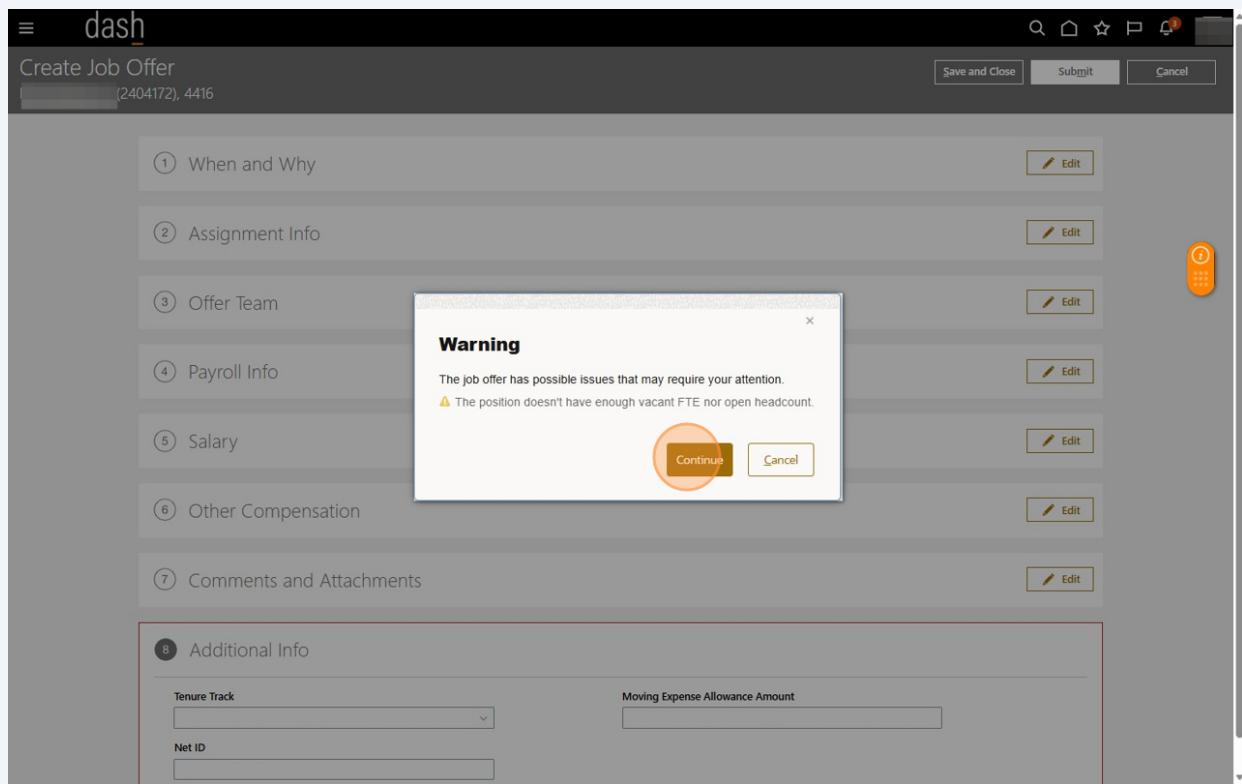
Net ID



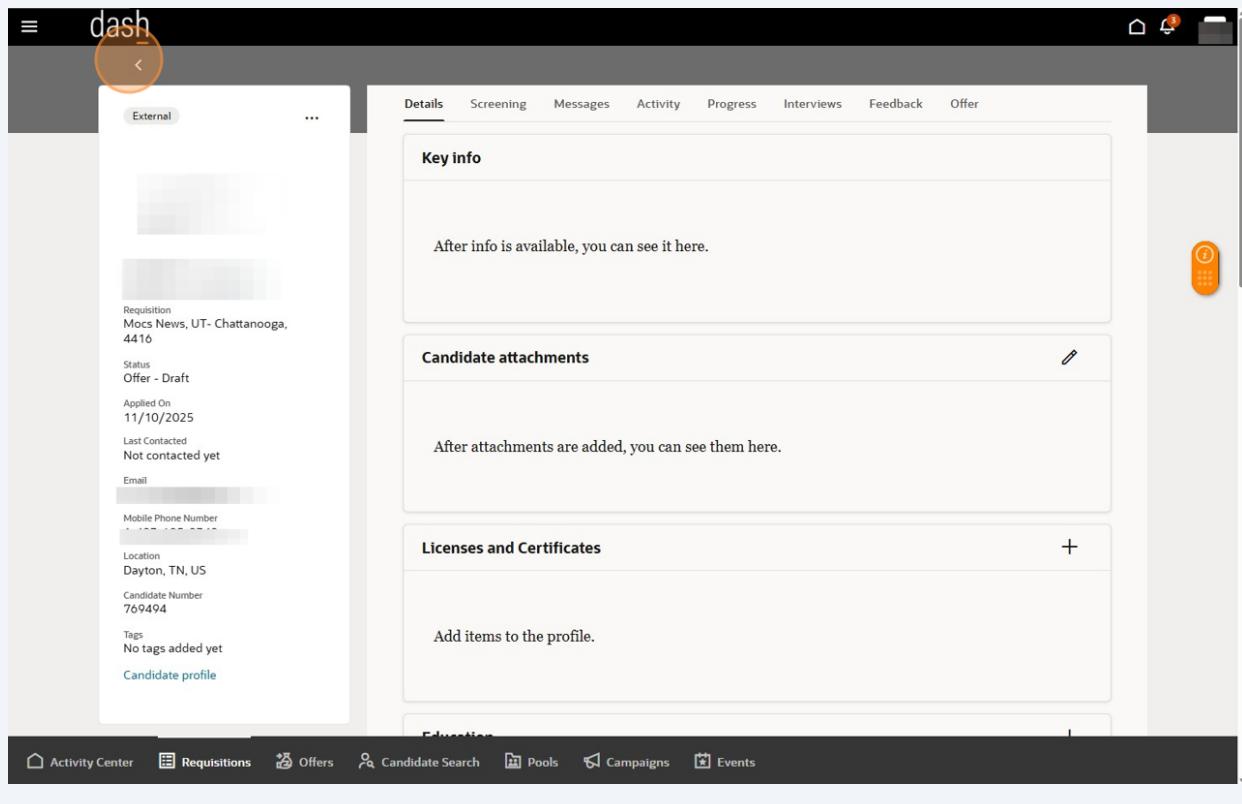
Alert! The offer will NOT go through an approval process and will show as 'Approved'

19

If you receive an alert regarding FTE or headcount, the information may be updated through 'Request a Position Change'. Click 'Continue' - this does not affect the hiring of the candidate.

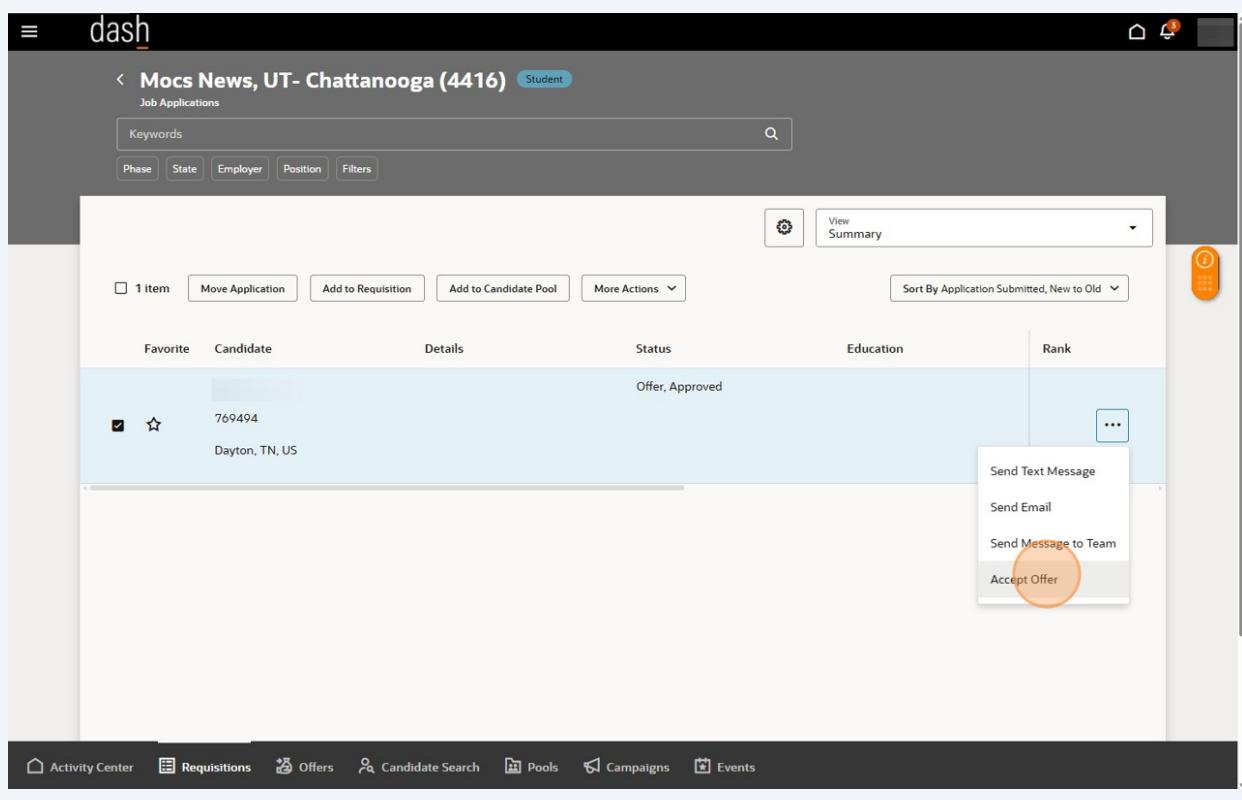


20 Click on the back arrow to view the list of applicants.



The screenshot shows a candidate profile page. On the left, there is a sidebar with various details: Requisition (Mocs News, UT- Chattanooga, 4416), Status (Offer - Draft), Applied On (11/10/2025), Last Contacted (Not contacted yet), Email, Mobile Phone Number, Location (Dayton, TN, US), Candidate Number (769494), and Tags (No tags added yet). Below this is a 'Candidate profile' section. The main content area has tabs for Details, Screening, Messages, Activity, Progress, Interviews, Feedback, and Offer. The 'Key info' tab is selected, showing a placeholder message: "After info is available, you can see it here." Below it is a 'Candidate attachments' section with a placeholder message: "After attachments are added, you can see them here." Further down is a 'Licenses and Certificates' section with a placeholder message: "Add items to the profile." At the bottom of the page are navigation links: Activity Center, Requisitions, Offers, Candidate Search, Pools, Campaigns, and Events.

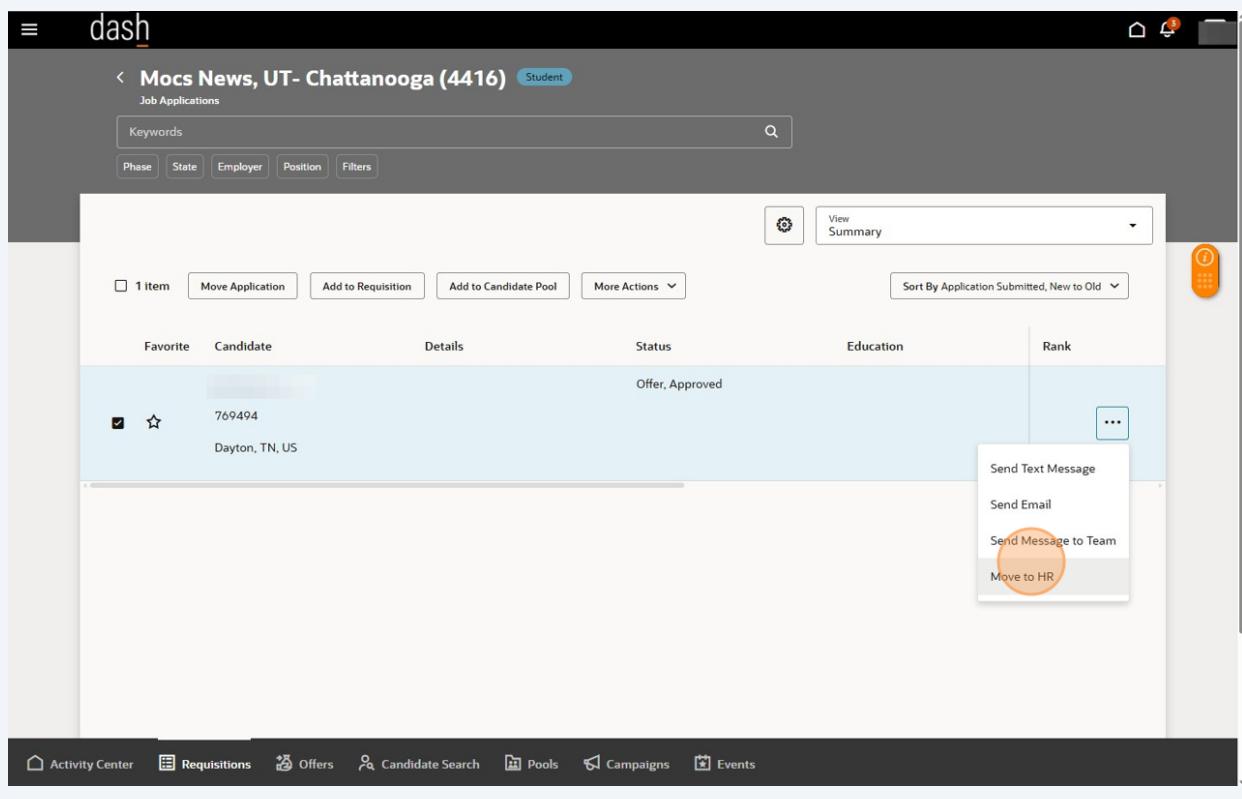
21 Click "Accept Offer" under the 3 dots to accept the offer on behalf of the new hire.



The screenshot shows a list of job applications. At the top, there is a search bar and filters for Phase, State, Employer, Position, and Filters. Below the search bar are buttons for 'Move Application', 'Add to Requisition', 'Add to Candidate Pool', and 'More Actions'. A dropdown menu for 'More Actions' is open, showing options: 'Send Text Message', 'Send Email', 'Send Message to Team', and 'Accept Offer'. The 'Accept Offer' option is highlighted with an orange circle. The main table lists applications with columns for Favorite, Candidate, Details, Status, Education, and Rank. One application is listed: 'Offer, Approved' for candidate '769494' from 'Dayton, TN, US'. At the bottom of the page are navigation links: Activity Center, Requisitions, Offers, Candidate Search, Pools, Campaigns, and Events.

22

Click on the 3 dots to select 'Move to HR' to be set up as a pending worker or to add an assignment (this is done automatically by DASH). **NOTE: You may need to wait a few minutes before the 'Move to HR' option is available after accepting the offer on behalf of the new hire.**



The screenshot shows the DASH application interface for managing job applications. The top navigation bar includes a back arrow, the word 'dash', and a search bar. Below the navigation is a header for 'Mocs News, UT- Chattanooga (4416)' with a 'Student' tab. The main content area is titled 'Job Applications' and contains a table with columns: 'Favorite', 'Candidate', 'Details', 'Status', 'Education', and 'Rank'. A single row is selected, showing a checkbox, a star icon, the ID '769494', and the location 'Dayton, TN, US'. The 'Status' column shows 'Offer, Approved'. To the right of the table is a context menu with options: 'Send Text Message', 'Send Email', 'Send Message to Team', and 'Move to HR'. The 'Move to HR' option is circled in orange. At the bottom of the interface is a navigation bar with links: Activity Center, Requisitions, Offers, Candidate Search, Pools, Campaigns, and Events.