## OneUSG Connect Training for Managers

<u>STAFF POSTINGS</u>: For any questions, please contact Kelly Pike or Maisie Kocher in Human Resources at 678-466-4230 or by email at <u>KellyPike@clayton.edu</u> or <u>MaisieKocher@clayton.edu</u>.

<u>FACULTY POSTINGS</u>: For any questions, please contact Tammy Wilson at 678-466-4102 or by email at <u>TammyWilson@clayton.edu</u>.



Careers: Manager Training

## Job Offer



## Job Offer

HR Practitioners will prepare job offers once the manager has selected a candidate for hire.

Note: Candidates must be placed in an interview state before HR can extend a job offer.



## **Note**

Managers cannot send offer letters. This is to be completed by HR.

