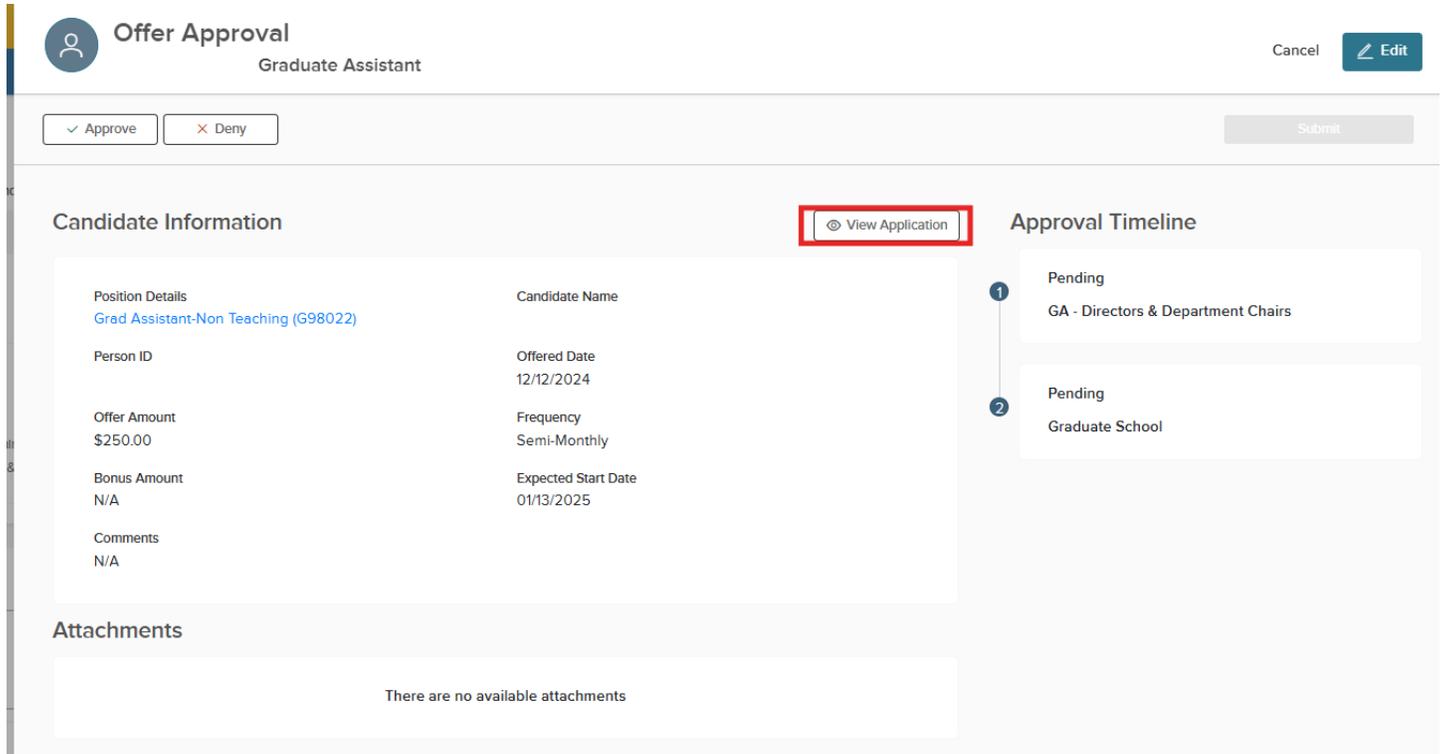


Approving a Graduate Assistant Hire Director/Department Chair

The Offer will then appear for you to view as well as their application should you choose to do so.



Offer Approval
Graduate Assistant

Cancel [Edit](#)

✓ Approve ✗ Deny [Submit](#)

Candidate Information [View Application](#)

Position Details Grad Assistant-Non Teaching (G98022)	Candidate Name
Person ID	Offered Date 12/12/2024
Offer Amount \$250.00	Frequency Semi-Monthly
Bonus Amount N/A	Expected Start Date 01/13/2025
Comments N/A	

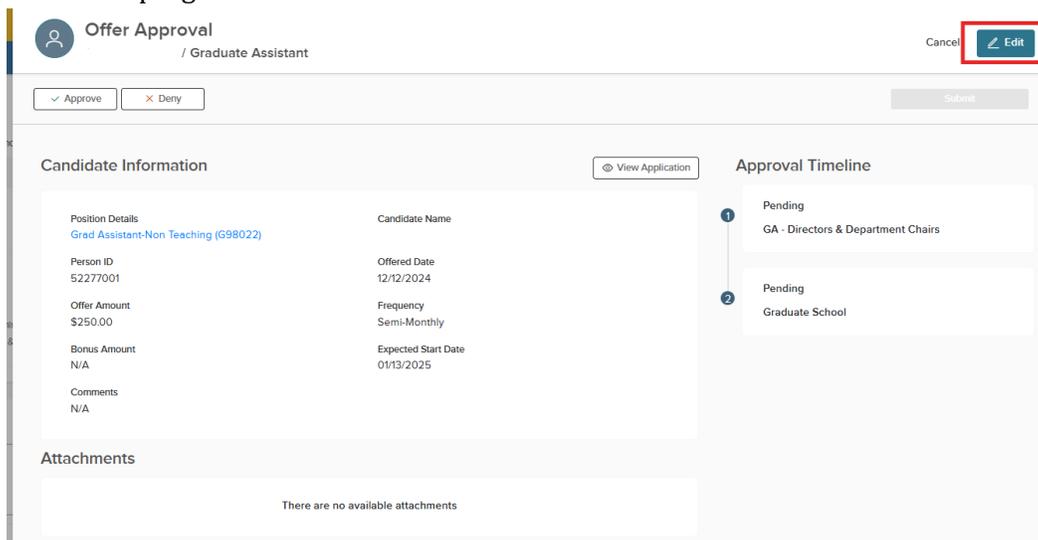
Approval Timeline

- 1 Pending
GA - Directors & Department Chairs
- 2 Pending
Graduate School

Attachments

There are no available attachments

Confirm all that the offer approval information submitted is accurate. If you would like to make any changes, you can choose “Edit” in the top right corner.



Offer Approval
/ Graduate Assistant

Cancel [Edit](#)

✓ Approve ✗ Deny [Submit](#)

Candidate Information [View Application](#)

Position Details Grad Assistant-Non Teaching (G98022)	Candidate Name
Person ID 52277001	Offered Date 12/12/2024
Offer Amount \$250.00	Frequency Semi-Monthly
Bonus Amount N/A	Expected Start Date 01/13/2025
Comments N/A	

Approval Timeline

- 1 Pending
GA - Directors & Department Chairs
- 2 Pending
Graduate School

Attachments

There are no available attachments

Approving a Graduate Assistant Hire Director/Department Chair

You will also need to “Edit” to attach the “Graduate Assistants - Grad School Hiring Proposal & Certificate of Eligibility” linked on the [HR NEOED website](#). Once selecting edit, navigate to the “Attachments” section.

Offer Approval Form Cancel Save & Close Save & Continue to Next Step

1. OFFER INFORMATION ✓ 2. APPROVALS ✓ 3. ATTACHMENTS ✓

Offer Details
* Fields are required.

Position
Grad Assistant-Non Teaching (G98022) Preview

Offer Date
12/12/2024

Offer Amount
\$ 250

Frequency
- Make a selection -

Bonus Amount
\$

Expected Start Date
01/13/2025

Comment

All GA hires must have this attachment attached. If you approve without that attachment, the Graduate Office will deny the offer and push it back to you for editing. To upload this attachment, you can either drag and drop into the “Add Attachments” section, or click “Click here to upload”.

Offer Approval Form Cancel Save & Close Save & Submit

1. OFFER INFORMATION ✓ 2. APPROVALS ✓ 3. ATTACHMENTS ✓

Add Attachments

⬆

Drag and drop file here, or [click here to upload](#)

Supported file types are doc, docx, gif, jpe, jpeg, jpg, pdf, png, ppt, pptx, rtf, txt

The maximum allowed file size is 10MB.

Approving a Graduate Assistant Hire Director/Department Chair

Once the attachment is attached select “Save & Submit”.

Offer Approval Form Cancel Save & Close Save & Submit

1. OFFER INFORMATION ✓ 2. APPROVALS ✓ 3. ATTACHMENTS ✓

Add Attachments

⬆

Drag and drop file here, or [click here to upload](#)

Supported file types are doc, docx, gif, jpe, jpeg, jpg, pdf, png, ppt, pptx, rtf, txt

The maximum allowed file size is 10MB.

PDF Graduate Assistants - Certificate...  

PDF Graduate Assistants - Grad Sche...  

It will take you back to the “Offer Details” page. If the offer looks correct & the attachment reflects accurately, choose “Approve”. A comment box will appear should you want to make comments, if you choose to do so. Once ready, choose “Submit”

 Offer Approval Cancel Edit

✓ Approve ✗ Deny Submit

Comment (Optional)

Add a comment

Candidate Information View Application Approval Timeline

Position Details Candidate Name 1 Pending

Approving a Graduate Assistant Hire Director/Department Chair

The offer has now been routed to the next approval group. You will receive a confirmation email similar to the one below. This indicates that you are complete with your offering the position to the candidate. From here, Graduate Studies will draft a GA Employment Offer Letter for the candidate & HR will ensure all new hire paperwork is complete.

Subject: Message From NEOED Insight: Offer Approval Status Update
To: <urban@ucmo.edu>

*** NOTE: This email was sent from NEOED ***

PLEASE DO NOT REPLY TO THIS EMAIL
If you reply to this email, your reply will *NOT* be read. Instead,
please contact the individual(s) listed at the bottom of this email
if you have questions.

Hi Lynn,

An offer has been approved in the OHC by Lynn Urban on 12/12/24 (Step 1) and is advanced to Step 2.

Requisition #: 202400098
Requisition Title: Graduate Assistant - Criminal Justice and Criminology Spring 2025
Working Title: Graduate Assistant - Criminal Justice and Criminology Spring 2025
Offer Name: Aspen Hockley
Offer Date: 12/12/24
Expected Start Date: 01/13/25