

Directions for Accepting or Declining Student Employee Job Offer

1. You will receive an email titled: Offer Letter for <Insert your Job Title>
2. Please **Read the WHOLE email**.
3. Verify that the information in your attached offer letter is correct.
4. Follow the link provided in the email.

From: student-employment@bethel.edu <student-employment@bethel.edu>
Date: Tue, Nov 5, 2019 at 4:41 PM
Subject: Offer Letter for Royal Legacy Ambassador Lead
To: <debra-flom@bethel.edu>

Dear [REDACTED]

Congratulations on your role! We are thrilled that you are a student employee at Bethel University! Attached to this email is your offer letter for your job on-campus along with information regarding translation services for your employment notice.

Accept your student job if all the information looks correct and you intend to start this role. Deny if there is any information that is incorrect or if you are not interested in accepting this position and be sure to explain why you are choosing to deny the job. We request that you take action by the end of the week.

Please follow this link to accept or deny your student job:

https://banner.bethel.edu/ssomanager/c/SSB?pkq=bzqkpcct.api_url&Datablock=24175&hash=999999

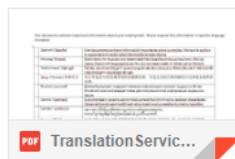
If you have any questions or concerns please reach out to student-employment@bethel.edu.

Thank you and Congratulations!

Kisa Nop
Talent Management Specialist
2 Pine Tree Drive, Suite #530, Arden Hills, MN 55112
office: 651-638-6520 | fax: 651-635-1469 | www.bethel.edu

Debra Flom | Systems Analyst | Information Technology Services (ITS) | Bethel University | 651.638.6817 | debra-flom@bethel.edu
Learner ~ Empathy ~ Developer ~ Responsibility ~ Relator

2 Attachments



5. The link will take you to the screen shown below.

Student Employees MN Wage Theft Letter - Approval

Student Jobs for Approval

The job(s) listed in the box below needs your action of Acceptance (approval) signifying the signature on your offer letter.

Please click on the job that you would like to accept or decline.

By clicking 'Next' button you will be taken to the next page where you can accept the job.

If you have questions and do not want to accept, please enter a comment and then select the 'Decline' button.

Once 'Accepted' the contract will be removed from the list and added to the 'All Jobs' tab.

ID	STU_PIDM	FULLNAME	PREFNAME	Z9	STU_POSN	STU_POSN_SUF	desc	SUPR_ID	SUPR_NAME	SUPR_DEPT	SUPR_EMAIL
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Received	N21440	04	Math/CS TA	[REDACTED]	[REDACTED]	Math/Comput.	gosnat-bethe

Comment

- Click on the job for the NEXT and DECLINE buttons to be displayed. (There may be multiple jobs, you can only accept/ decline them one at a time.)

Student Employees MN Wage Theft Letter - Approval

Student Jobs for Approval

Next

Decline

The job(s) listed in the box below needs your action of Acceptance (approval) signifying the signature on your offer letter.

Please click on the job that you would like to accept or decline.

By clicking 'Next' button you will be taken to the next page where you can accept the job.

If you have questions and do not want to accept, please enter a comment and then select the 'Decline' button.

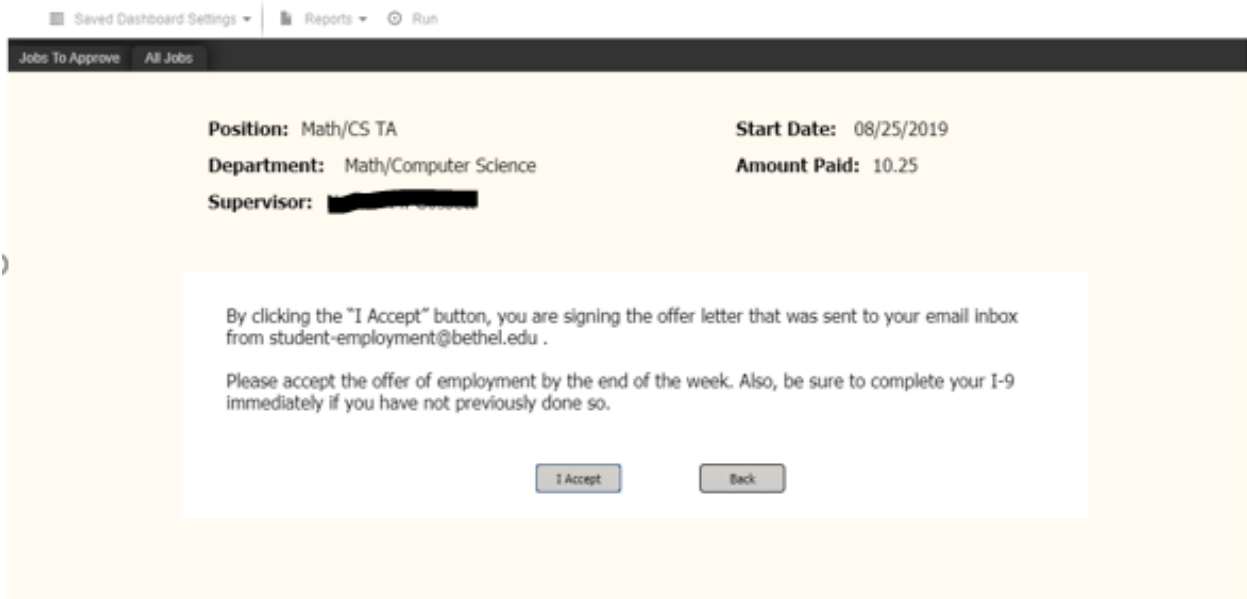
Once 'Accepted' the contract will be removed from the list and added to the 'All Jobs' tab.

ID	STU_PIDM	FULLNAME	PREFNAME	Z9	STU_POSN	STU_POSN_SUF	desc	SUPR_ID	SUPR_NAME	SUPR_DEPT	SUPR_EMAIL
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Received	N21440	04	Math/CS TA	[REDACTED]	[REDACTED]	Math/Comput.	gosnat-bethe

Comment

SKIP DOWN TO STEP 9 IF YOU ARE DECLINING THE POSITION.

7. If all the information is correct and you would like to accept the job select "NEXT". That will take you to the next screen where you will select "I ACCEPT". If you do not want to accept just select "BACK".



8. If you accept the offer, a Signature Confirmation email is sent to both you and your supervisor.

From: debra-flom@bethel.edu <debra-flom@bethel.edu>
Date: Fri, Nov 1, 2019 at 9:05 AM
Subject: Signature Confirmation: Offer letter for Tutor
To: <debra-flom@bethel.edu>

Dear [REDACTED]

This is a confirmation that we have received your signed offer letter. We wish you the best in this role!

Never hesitate to call or email if you have any questions regarding Student Employment.

Thank you and Congratulations!

Kisa Nop

Debra Flom | Systems Analyst | Information Technology Services (ITS) | Bethel University | 651.638.6817 | debra-flom@bethel.edu
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YOU HAVE COMPLETED THE PROCESS IF YOU ARE ACCEPTING THE POSITION. If you want to review your jobs look at Step 10.

9. If you want to decline the job **you must first enter a comment explaining why you are declining the job** and THEN you can click "DECLINE". Reasons to decline would be if you see information that is incorrect and needs to be fixed or you simply are no longer taking the job.

Saved Dashboard Settings | Reports | Run

Jobs To Approve | All Jobs

Student Employees MN Wage Theft Letter - Approval

Student Jobs for Approval Next Decline

The job(s) listed in the box below needs your action of Acceptance (approval) signifying the signature on your offer letter.

Please click on the job that you would like to accept or decline.

By clicking 'Next' button you will be taken to the next page where you can accept the job.

If you have questions and do not want to accept, please enter a comment and then select the 'Decline' button.

Once 'Accepted' the contract will be removed from the list and added to the 'All Jobs' tab.

ID	STU_PIDM	FULLNAME	PREFNAME	I9	STU_POSN	STU_POSN_SUF	desc	SUPR_ID	SUPR_NAME	SUPR_DEPT	SUPR_EMAIL
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Received	N23225	06	Lead Tutor	[REDACTED]	[REDACTED]	Acad. Enrich...	v-sanford@be...

Comment
A comment must be included for them to be able to Decline the job.

10. If you want to review the job offer letters you have accepted and declined you can go to the **all jobs tab**.

Saved Dashboard Settings | Reports | Run

Jobs To Approve | **All Jobs**

All Jobs

ACCEPTED

ID	STU_PIDM	FULLNAME	PREFNAME	I9	STU_POSN	STU_POSN_SUF	desc	SUPR_ID	SUPR_NAME	SUPR_DEPT	SUPR_EMAIL
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Received	N23225	05	Tutor	[REDACTED]	[REDACTED]	Acad. Enrich...	v-sanford@be...
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Received	N21440	04	Math/CS TA	[REDACTED]	[REDACTED]	Math/Comput...	gosnat@bethe...

2 items

DECLINED

ID	STU_PIDM	FULLNAME	PREFNAME	I9	STU_POSN	STU_POSN_SUF	desc	SUPR_ID	SUPR_NAME	SUPR_DEPT	SUPR_EMAIL
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Received	N21440	03	Math/CS TA	[REDACTED]	[REDACTED]	Math/Comput...	gosnat@bethe...

1 item