HOW TO DO A CONFIRMATION OF OFFER (IN MYJOB)

1. After the details of the job offer have been finalized and match the new hire requisition in Employment@MU, you will complete a Confirmation of Offer (CO) Form.

2. Login to your MyJob Account: https://myjob.mu.edu/

3. Click on the folder “MU Manager Self Service” then “Confirmation of Job Offer.”

4. Complete the fields about your new hire. Fields with an asterisk are required fields.
5. For Faculty, remember to complete the section stating “For Faculty Only.” This is the information that had formerly been included on the Academic Appointment Form (which is no longer required).

6. Once you are finished, click “Apply” on the top or bottom right hand corner.

7. What happens next?
   - A copy of the Confirmation of Offer will be immediately sent to Human Resources and Budget.
     - For staff hires, new hire paperwork will be sent to the new hire by Human Resources within 24 hours.
   - If the Faculty section is completed with a Contract Type, a copy of the CO will be sent to the Provost.
   - For faculty hires, the Provost will generate full-time contracts and send to the college business director.
   - Part-time faculty contracts are generated by the college. Contract, Employee Data Form, and Faculty Cover Letter with self-addressed stamped envelope should be sent ASAP.
   - If the account number is a grant account, a copy will be sent to ORSP.

This online form is for **NEW hires only**. It replaces the need for a paper Salary Authorization and the Faculty Appointment Form. If you have any questions please contact HR at 414-288-7305.