

Offer Card Guidance

Candidate's Current Status					Offer Card Actions					Notes
SJSU ID	Active Job Record	Inactive Job Record	Hire Replaces Current Job	Hire is Temp to Prob/Perm in Same Job	Attach Candidate to Offer Card	Type of Hire (Action Reason)	New Hire Form Required	Onboarding Portal Required	Onboarding Workflow Required	
N	N/A	N/A	N/A	N/A	N	H (HIR/AP)				()
	N	N	N/A	N/A	N	H (HIR/AP)				(. J -)
	N		N/A	N/A	N	R (REH/REH)				
		N/A	()	N		(FR/ OL) N	N	N	N	
		N/A	()	N		P (PRO/PRO)	N	N	N	
		N/A	N			P /P (D A/APR)	N	N	N	
		N/A	N	N	M	C H (HIR/CON)	M	M	M	() OR ()*
										(" ")I