

## Offer

1. Click Move Forward and Select Offer
2. Click Open in the pop-up box or go to your inbox
  - a. Complete the offer details
    - i. Please note you need to change the Business Title to the title you want on the offer letter
    - ii. Fill in all required fields and verify all pre-populated detail. Please allow 7 business days before the start date for onboarding processing time.
  - b. Click Submit
    - i. This will take you to your inbox where you as the manager will review and approve the offer details
    - ii. Next your manager will receive a to-do inbox item to approve the offer
    - iii. Once fully approved you are finished. Rebecca Bates, who is assigned as a recruiter on the job requisition will send the letter out to the candidate. **Note, if you see the “Generate Document” to-do item in your inbox you can ignore it.**
3. The candidate will review the offer and accept/decline
4. You will receive an inbox item when the offer has been accepted.
  - i. **Note, if you see the “Offer Accepted” to-do item in your inbox you can ignore it. Your recruiter will complete this step on your behalf.**
5. **You can also view the offer status in the candidate profile or the job req page.**

**Please do not notify your candidate they are approved to start work until the onboarding team has notified you to do so. The status will show ready for hire, but this does not mean they are actually cleared to start.**