

Make an Offer

1. If you're not already viewing the referred list of candidates, return back. From the My Candidates section, click the referred list.

Req #	Requisition Title	Candidates	Department	Division	Hiring Manager	Created On
00002	Human Resources Analyst	9	Human Resources	Administration	Jason Hanna	05/03/2017
00006	Administrative Assistant	9	Public Works	Roads	Jason Hanna	05/07/2017

Showing 1 - 2 of 2 items

2. On the doughnut chart or on the Candidates menu, click the step name where you have reviewed candidates and will make an offer for one of them.
3. Click the name the candidate to receive the offer.
4. On the Actions menu, click Move to Offered.

Carla Newman
Person ID: 31400911 Interview / Pass

Application Questions E-References

QUICK JUMP... General Information

123 Main Los Angeles, CA 90001

Actions: Reject, Move to Referred, Move to Offered, Move to Hire, Send Notices, Schedule interview, Rate

5. Enter the offer date and any additional details including dollar values and comments.

Offer Approval Form
Catalán, Horacio B (Person ID : 50097024)

1. OFFER INFORMATION 2. APPROVALS 3. ATTACHMENTS

Offer Details

Position: - Make a selection -

Offer Date: MM/DD/YYYY

Offer Amount: \$

Frequency: - Make a selection -

Bonus Amount: \$

Expected Start Date: MM/DD/YYYY

Comment:

Buttons: Cancel, Save & Close, Save & Continue to Next Step

6. Click through the *Approvals* and *Attachments* tabs. Once you're done, click Save & Submit.

Steps to Update Offer Status

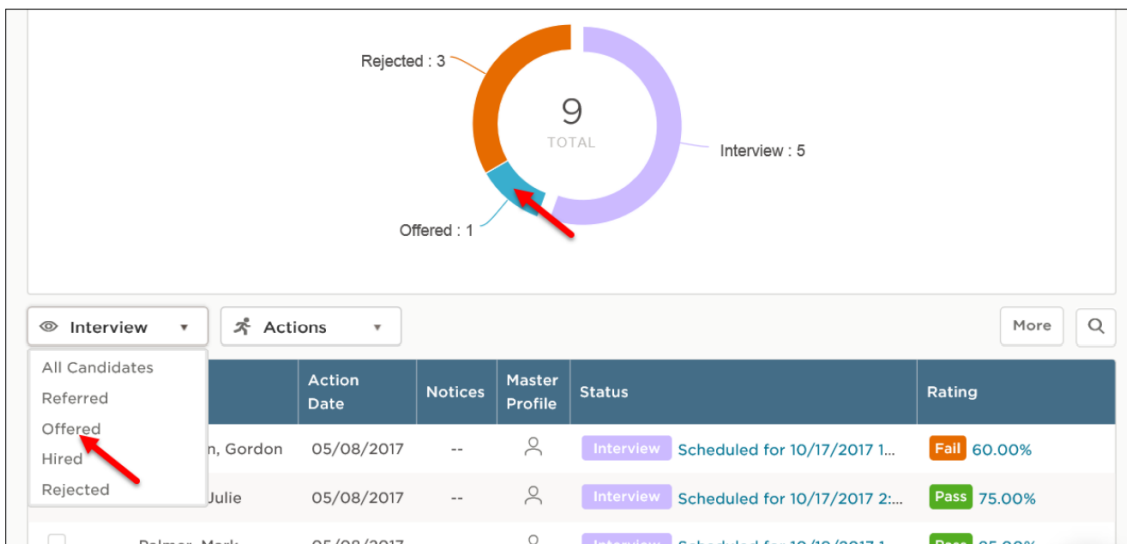
If the candidate has accepted or rejected your offer of employment, the status can be updated to track the event.

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Showing 1 - 2 of 2 items

2. On the doughnut chart or on the Candidates menu, click the offered step.



3. From the Status column, click Pending.

Name	Action Date	Notices	Master Profile	Status
Newman, Carla	05/08/2017	--	👤	Offered Pending

Showing 1 - 1 of 1 items

4. Click Edit and either Accepted or Rejected.


5. Enter the response date and any additional details.


Make Offer

Carla Newman (Person ID : 31400911)

Accepted Rejected Answer Pending

Offer Details

Offer Date *
 

Offer Response Date
 

Offer Amount

Bonus Amount

6. Once you're done, click Save & Submit.