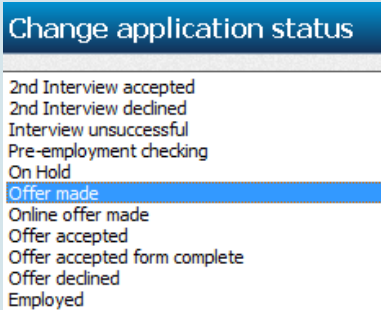
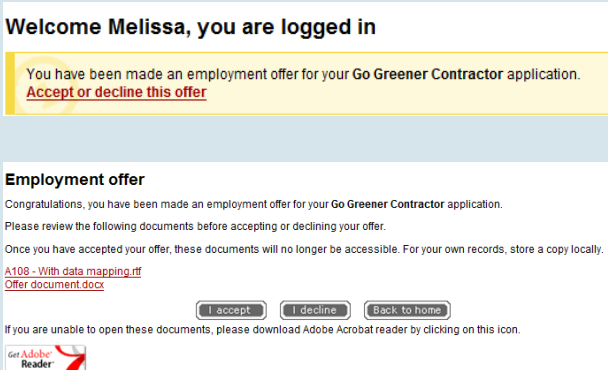



Quick Reference Guide – Putting the offer letter online

What you need to do	What you will see
<p>STEP 1: Change status to 'Online offer made'</p> <p>Change the applicant's status to Online offer made.</p> <p>This status change should trigger an email to the applicant, which will explain how to accept their offer online.</p>	 <p>Change application status</p> <ul style="list-style-type: none"> 2nd Interview accepted 2nd Interview declined Interview unsuccessful Pre-employment checking On Hold Offer made Online offer made Offer accepted Offer accepted form complete Offer declined Employed
<p>STEP 2: Applicant experience</p> <p>The applicant will be instructed to login to the Applicant services area. They will be presented with a banner inviting them to approve or decline the offer.</p> <p>The applicant will be able to view their offer letter, and then click I accept or I decline.</p> <p>The applicant must open the offer letter in order to accept or decline the offer.</p> <p>If the applicant accepts the online offer, his/her application status is automatically updated to Offer accepted.</p> <p>If the applicant declines the online offer, his/her application status is automatically updated to Offer declined. In this case</p>	 <p>Welcome Melissa, you are logged in</p> <p>You have been made an employment offer for your Go Greener Contractor application. Accept or decline this offer</p> <p>Employment offer</p> <p>Congratulations, you have been made an employment offer for your Go Greener Contractor application. Please review the following documents before accepting or declining your offer.</p> <p>Once you have accepted your offer, these documents will no longer be accessible. For your own records, store a copy locally.</p> <p>A108 - With data mapping.rtf Offer document.docx</p> <p><input type="button" value="I accept"/> <input type="button" value="I decline"/> <input type="button" value="Back to home"/></p> <p>If you are unable to open these documents, please download Adobe Acrobat reader by clicking on this icon.</p> <p></p>