

## Quick Reference Guide - Making an offer

## What you will see What you need to do STEP 1: Change status to 'Offer made' Navigate to the details of an individual applicant. Final Interview After making a verbal offer and receiving a Site Visit Offer Discussion verbal acceptance, change the applicant's status to Offer made and then click Next. Offer Generated Offer Hard Copy Sent Review the Confirm status change page Online offer made and click Move now. If prompted, update Offer accepted Offer accepted - form complete the status of the job to Offer. Offer declined NOTE: Your offer process may differ slightly Position on Hold to the one detailed above. Speak with your Super User for more information about your offer process. Offer details Offer details Approval status: Pendina 13 Nov 2011, 11:25am STEP 2: Enter offer details You will be presented with the Offer details Position no Applicant page, also known as the 'Offer card'. 0 Complete all mandatory / relevant fields Offer accepted: Yes No (e.g. Start date, Base salary, Dr. dd mmm yyyy Date offer accepted: Superannuation, etc). Offer declined: Yes No Date offer declined: dd mmm yyyy Offer Details Save and close STEP 3: Save and close Click Save and close. You will be presented with a notification Message from webpage message, similar to the one below. As per the message, saving your offer will initiate You have selected the 'Standard approval' approval process. the offer approval process immediately. If you continue, this approval process will be initiated immediately. Once initiated, the first approver in the Are you sure you wish to initiate this approval process? process will receive an email prompting them to approve the offer. Cancel