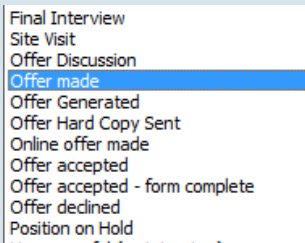
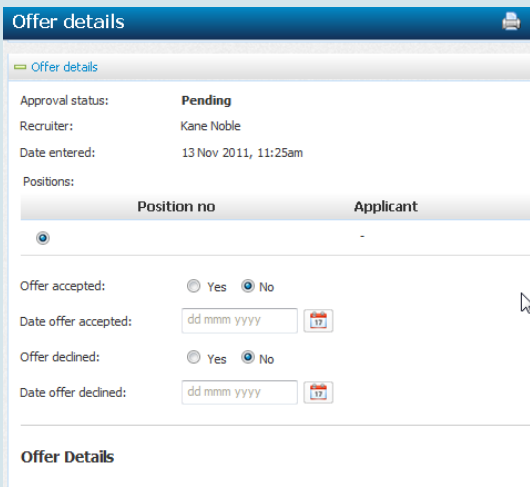


## Quick Reference Guide – Making an offer

What you need to do	What you will see
<p><b>STEP 1: Change status to 'Offer made'</b></p> <p>Navigate to the details of an individual applicant.</p> <p>After making a verbal offer and receiving a verbal acceptance, change the applicant's status to <b>Offer made</b> and then click <b>Next</b>.</p> <p>Review the Confirm status change page and click <b>Move now</b>. If prompted, update the status of the job to <b>Offer</b>.</p> <p><b>NOTE:</b> Your offer process may differ slightly to the one detailed above. Speak with your Super User for more information about your offer process.</p>	
<p><b>STEP 2: Enter offer details</b></p> <p>You will be presented with the Offer details page, also known as the 'Offer card'. Complete all mandatory / relevant fields (e.g. Start date, Base salary, Superannuation, etc).</p>	
<p><b>STEP 3: Save and close</b></p> <p>Click <b>Save and close</b>.</p> <p>You will be presented with a notification message, similar to the one below. As per the message, saving your offer will initiate the offer approval process immediately.</p> <p>Once initiated, the first approver in the process will receive an email prompting them to approve the offer.</p>	