

# Offer Letter

## Create Offer Letter and Submit for Approval

1. Once the applicant's status has been changed to Offer Letter, you may create the offer letter and submit for approval.

Manage Job Postings: Manage Applicants: Fire Protection Publications Senior E...

### Fire Protection Publications Senior Editor (req50)

Job Details

Select All

|                |                      |                |                          |                   |                         |
|----------------|----------------------|----------------|--------------------------|-------------------|-------------------------|
| In Review<br>0 | Phone Interview<br>0 | Interview<br>0 | Pending Referenc...<br>0 | Offer Letter<br>1 | Background Chec...<br>0 |
|----------------|----------------------|----------------|--------------------------|-------------------|-------------------------|

Refine your search

1 Actions

| Applicants                                       | Status                          | Applicant Location                    | Applicant Flags | Application Flags |
|--|---------------------------------|---------------------------------------|-----------------|-------------------|
| <br>Sally Sue<br>405-744-5555<br>sally@yahoo.com | Offer Letter<br>Since: 4/6/2015 | Hometown<br>Oklahoma<br>United States |                 |                   |

Back

2. Click on the Applicant's name to access the Applicant Profile.
3. Click on the Status Tab in the applicant profile.

sally@yahoo.com  
405-744-5555  
105 Hometown drive  
Hometown, OK 74059  
United States

Position: Not Defined  
Organization: Not Defined  
Type: External

No Flags

Summary **Statuses** Application Documents History

**NEW SUBMISSION**

**IN REVIEW**

**PHONE INTERVIEW**

**INTERVIEW**

**PENDING REFERENCE CHECKS**

**OFFER LETTER**

In Progress

#### Offer Details

Start Date: 4/6/2015

Division: FIRE PROTECTION PUBLICATION

Compensation: Salary

Pay Cycle: Please Select

Wage Type: Annual Hourly

Notes:

Hiring Manager: Craig Hannan

Location: FIRE PROTECTION PUBLICATION

Currency: United States Dollar

Salary: \$

4. Be sure to click on the downward arrow on the far right of the offer letter tab to expand the section in order to view the Offer Details. Enter the offer letter details and click Save and Create New Letter

Offer Details

|  |  |
|--|--|
| Start Date:<br>4/6/2015  | Hiring Manager:<br>Craig Hannan          |
| Division:<br>FIRE PROTECTION PUBLICATION   | Location:<br>FIRE PROTECTION PUBLICATION |
| Compensation:<br>Salary  | Currency:<br>United States Dollar        |
| Pay Cycle:<br>Monthly  | Salary:<br>\$ 40,000                     |
| Wage Type:<br><input checked="" type="radio"/> Annual <input type="radio"/> Hourly | Notes:                                   |

Save and Create New Letter

5. A Create Offer pop up will appear.
  - a. Offer Title: Name the offer letter in this field. For example: "Sally Sue Offer"
  - b. You may edit the offer letter at this time in "Design" mode.

Create Offer

Offer Title: Sally Sue Offer Version: 1

Template: Staff - Salary

View Tags

serif Size B I U abc x² x₂ A

Dear PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST,

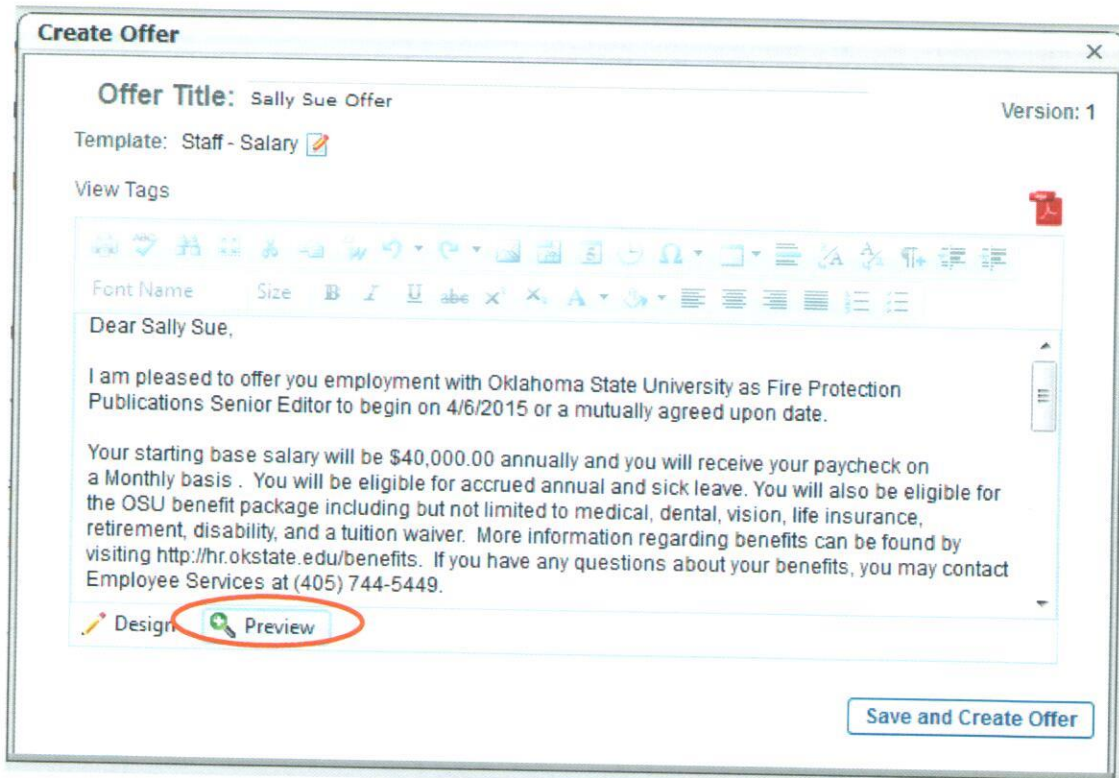
I am pleased to offer you employment with Oklahoma State University as JOB.TITLE to begin on OFFER.START.DATE or a mutually agreed upon date.

Your starting base salary will be \$OFFER.SALARY annually and you will receive your paycheck on a OFFER.PAY.CYCLE basis. You will be eligible for accrued annual and sick leave. You will also be eligible for the OSU benefit package

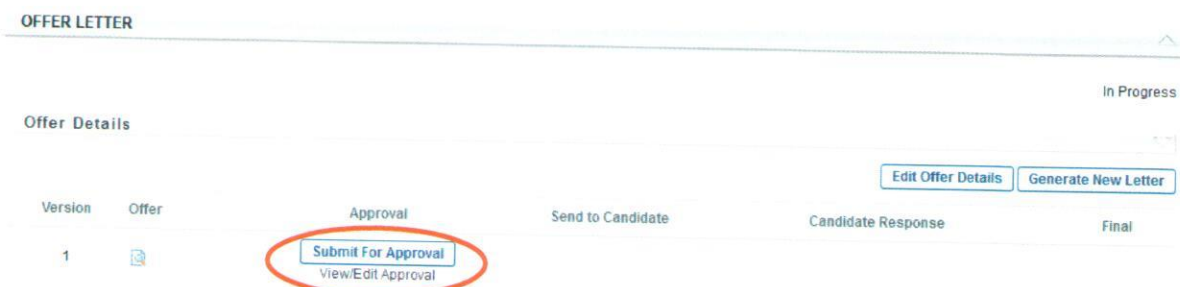
Design Preview

Save and Create Offer

- c. Click "Preview" to view the offer letter in true text form. You may return to "Design" mode if additional edits need to be made.



6. Once you have made any necessary edits and your draft is final, click "Save and Create Offer".
7. Now that the offer letter has been created, click "Submit for Approval" to route through the approval process. You may click View/ Edit Approval to review the offer letter approval workflow.



8. Once the offer letter is submitted for approval, click "View Details" to check the status of the offer approval workflow.



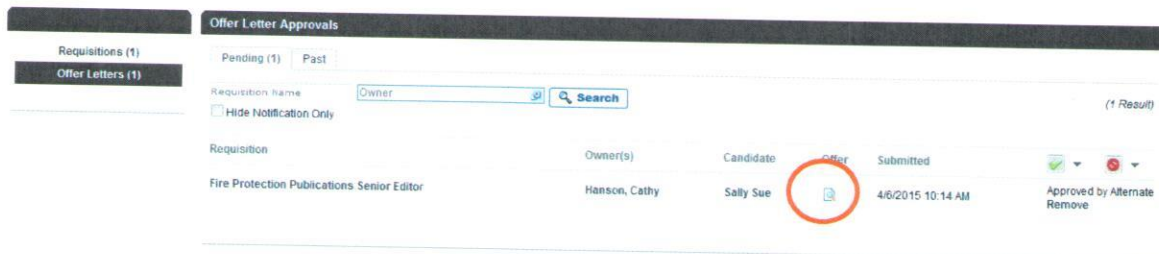
Note: If at any point in the process you need to edit the offer letter, you may click Edit Offer Details to edit the offer letter. You may then generate a new letter and submit the updated letter through the approval workflow.



## Offer Letter Approval

5. Click on Recruit > Recruiting Approvals on the main menu to review pending Requisition Approvals.



6. To review the offer letter, click on the  icon as circled below.



7. To approve the offer letter, click on the  icon. To deny the offer letter, click on the  icon. You may also add comments with either response by clicking on the downward arrow next to the response icon. Once you have selected your response, and added your comment if applicable, click Submit.



8. You may review your past approvals by clicking on the Past tab.