

## Send Offer to Candidate

Once the offer letter has been approved by Human Resources and other applicable approvers, you may extend the offer to the candidate. You can either do this manually via paper, or the system allows you to send the offer letter electronically.

1. Return to the applicant' profile and click the status tab. You will see that the offer letter has been approved. You also have the ability to click "Send Offer".

The screenshot shows an applicant profile for 'sally@yahoo.com'. The contact information includes a phone number (405-744-5555) and an address (105 Hometown drive, Hometown, OK 74059, United States). The profile details show 'Position: Not Defined', 'Organization: Not Defined', and 'Type: External'. There are 'No Flags' indicated. The navigation tabs include Summary, Statuses, Application, Documents, and History. The 'OFFER LETTER' section is highlighted, showing a status of 'In Progress'. Below this, the 'Offer Details' section displays a table with columns for Version, Offer, Approval, Send to Candidate, Candidate Response, and Final. The 'Send to Candidate' column contains a 'Send Offer' button. There are also buttons for 'Edit Offer Details' and 'Generate New Letter'.

2. Once you click "Send Offer", a send offer pop up will appear.

The screenshot shows a pop-up window titled 'Send offer to Sally Sue'. It contains the following fields and options: 'Offer Letter:' with a dropdown menu showing 'Sally Sue Offer (Version: 1)'; 'Additional Attachments:' with a 'Browse...' button and the text 'No file selected.'; 'Send To:' with a 'Send Methods' dropdown menu showing 'Candidate Profile', 'Email', 'Paper Mail', and 'Other'; and 'Instructions:' with a text area. A 'Send to Candidate Profile' button is located at the bottom right of the window.

3. There are various send methods that you can use. Offer letters can be sent to the My Profile page for external candidates, via email, or via paper mail. The “Other” tab enables you to record the date the offer is sent in the event that none of the other send methods are used.

- a. **Candidate Profile** - This option sends the offer to the My Tasks panel on the candidate's My Profile page.

In the Instructions field, enter information regarding the offer. For example, you may wish to indicate that the candidate can respond to the offer via their My Profile page. The maximum character limit is 500. The instructions appear for the candidate when they review the offer.

Click the “Send to Candidate Profile” button to submit the offer to the candidate.

Once the offer is sent, you can resend the offer, either with the same offer letter and attachments or with changes to these sections. The Candidate Profile tab displays a Re-send to Candidate Profile button that enables you to resend the offer. The last date on which the offer was sent displays above the button. **Note:** If the version that is being resent to the candidate is the same as the current version on the candidate's My Profile page, then clicking **Re-send to Candidate Profile** replaces the current version, even though it is the same version. A new Sent date is recorded.

- b. **Email** - The Email option enables you to email the offer to the candidate.

In the Instructions field, enter instructions regarding the offer. For example: *Please review the attached letter. Please sign and date the letter and return to the hiring manager.*

Click Send Email to send the offer to the candidate. Any attachments in the Additional Attachments field are included.

Once the offer is sent, you can resend the offer, either with the same offer letter and attachments or with changes to these sections. The Email tab displays a Re-send Email button that enables you to resend the offer. The last date on which the offer was sent displays above the button. **Note:** If the version that is being resent to the candidate is the

same as the current version on the candidate's My Profile page, then clicking **Re-send Email** replaces the current version, even though it is the same version. A new Sent date is recorded.

- c. Paper Mail - The Paper Mail option enables you to create a record that the offer is being sent via paper mail. The candidate's address from their user record is pre-populated in the Paper Mail tab. If an address is not available, then you can enter an address by clicking the Edit Address link in upper-right corner. From this link, you can also edit the pre-populated address. An address is not required. **Note:** Editing the address does not affect the candidate's address on their user record.

In the Date Sent field, you must enter the date on which the offer will be or was sent. Then, click Save to commit the date sent.

- d. Other - The Other option enables you to record the date an offer was or will be sent to a candidate if you are not using any of the other send methods. Enter a date in the Date Sent field, and then click Save to commit the date sent.