

Step Five: Offer position

Once a candidate has been identified for hire, the manager should contact the candidate to confirm their interest in the position, salary expectation, and anticipated start date. When confirming anticipated start date, the manager should generally select a date at least two weeks out.

Once interest is confirmed, the manager should inform the candidate an offer letter, contingent on background check and references, will be sent through Workday.

To initiate an offer:

1. Managers need to use the [Initiate Offer](#) process in Workday.
2. The manager's supervisor, Employee Services and Finance are required to approve.
3. After approval, Employee Services sends the candidate an offer letter through Workday.

NOTE - it is important managers and candidates complete required steps timely to ensure the hiring process continues to move forward.