

Initiate offer

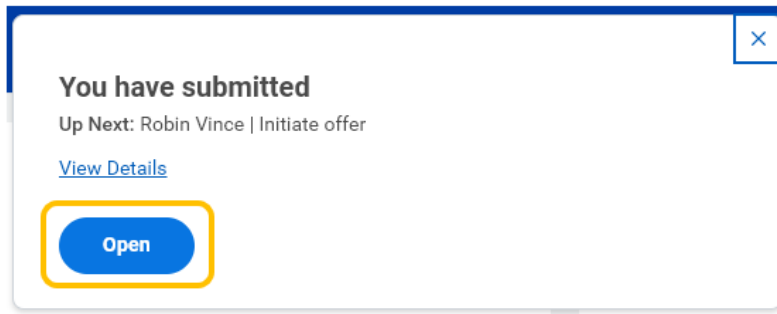
1. From the candidate profile, select **Move Forward**.

The screenshot shows a candidate profile for Bob Smith, identified as 'For: R0000005 Administrative Assistant'. The left sidebar contains a menu with options: Summary, Overview, Recruiting History, Screening, Interview, Questionnaire Results, Attachments, and Employment Offer. The main content area displays contact information (Phone Number: +1 561-555-5555 (Mobile), Email: bobsmith@test.edu, Location: 101 Main Street, Boca Raton, FL 33431 United States of America, and Jobs Applied to: 1). Below this is a section for 'Active Job Applications (1)' showing an application for 'Bob Smith - R0000005 Administrative Assistant' with a 'Review' button. At the bottom, the 'Work History' section features a 'Move Forward' button, which is highlighted with a yellow box, and a 'Decline' button.

2. Select **Initiate Offer**.

The screenshot shows a dropdown menu with the following options: Selected for further review, Selected for phone screen, Phone screen completed, Selected for interview, Interview completed, Selected for additional interview(s), Additional interview(s) completed, Selected for reference check, Reference check completed, and Initiate offer. The 'Initiate offer' option is highlighted with a yellow box. Below the menu is a 'Move Forward' button.

3. Click **Open**.



4. Initiate offer for selected candidate. Review all information for accuracy and enter/update as appropriate.

A screenshot of a web application interface for "Initiate Offer for". The header bar is blue and contains the text "Initiate Offer for", "Bob Smith", and "R0000005 Administrative Assistant". Below the header, a warning message states: "Employee may not start work until you receive approval notice from Employee Services. Generally, anticipated hire date should be at least two weeks from today's date." The main content area has a light gray background. On the left, there is a vertical sidebar with a progress bar at the top (orange and yellow segments) and four buttons: "Start" (blue), "Compensation", "Summary", and "Summary". The "Start" button is selected. To the right of the sidebar, the "Start" section is active, displaying a "Details" form. The form contains the following fields: "Target Hire Date (Job Requisition)" with the value "01/02/2023", "Hire Date" with a red asterisk, "Hire Reason", "Location" with a red asterisk and the value "Freiburger Residence Hall", and "Document Language" with the value "English (United States)".

5. Enter **Hire Date** and **Hire Reason**.

Note - generally, anticipated hire date should be at least two weeks from today's date.


Details

Target Hire Date (Job Requisition)


01/02/2023

✓

Hire Date *


MM/DD/YYYY 

Hire Reason




Location *

× Freiburger Residence Hall ...



Document Language

× English (United States)




6. Confirm **Job Details** updating as necessary.

Job Details

Job Profile

Administrative Assistant - Hourly



Business Title *

Administrative Assistant

7. Confirm **Working Time** updating as necessary.

Working Time

Location Weekly Hours

40

Default Weekly Hours

35

Scheduled Weekly Hours

35

FTE

100%

8. Click **Next**.



9. Review Compensation updating as necessary.

Initiate Offer for

Bob Smith

R0000005 Administrative Assistant

Employee may not start work until you receive approval notice from Employee Services. Generally, anticipated hire date should be at least two weeks from today's date.

Start

Compensation

Summary

Compensation

Total Base Pay

Total Base Pay

15.00 USD Hourly added

Primary Compensation Basis

Basis

(empty)

Basis Details


0.00 USD Hourly added

Salary

Add

Hourly

Assignment Details

✕ 

● 15.00 USD Hourly added

Plan Name

● Hourly Comp Plan added

Effective Date

● 01/02/2023 added

Add

Allowance

Add

10. Click **Next**.

Back

Next

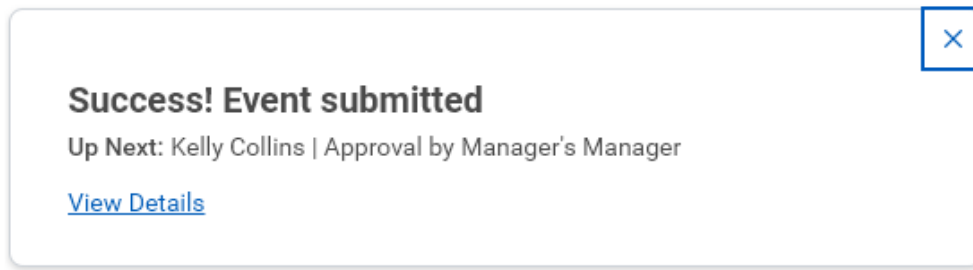
11. Next page is a summary of information reviewed/entered on previous screens. Click **Submit**.

Submit

Save for Later

Close

12. Once you have successfully submitted, process will route to your manager, Employee Services and Finance for review.



13. Following approvals, Employee Services will generate an offer letter and send to candidate through Workday. Once the candidate has acknowledged the offer letter, Employee Services will send the candidate a background check authorization.

14. Once the background check authorization has been sent, you will receive an inbox item to hire the candidate.