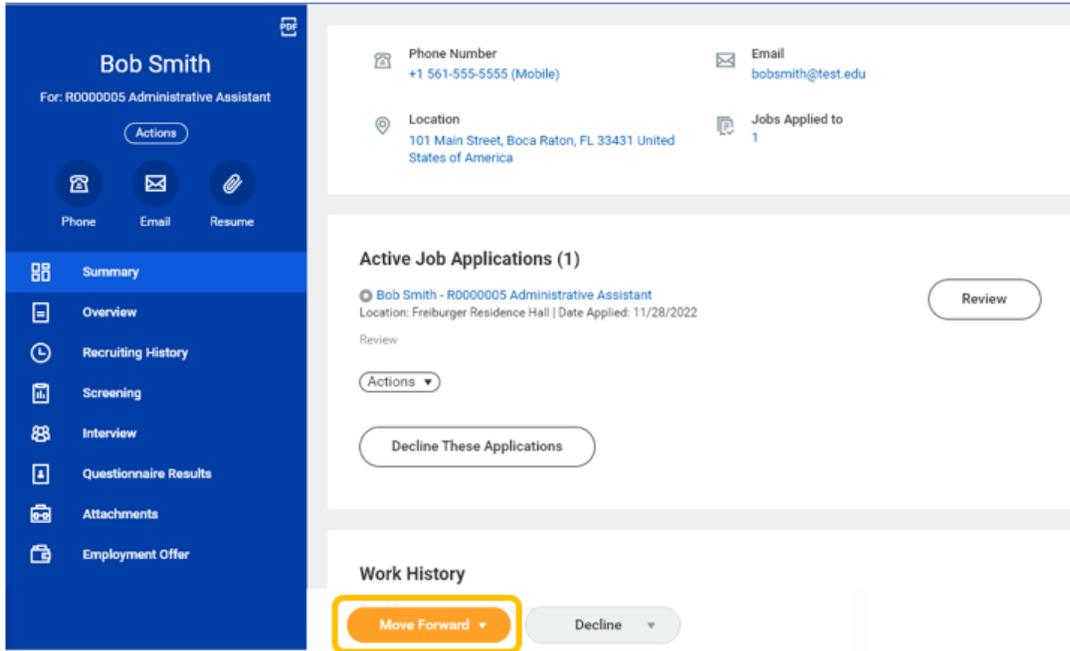
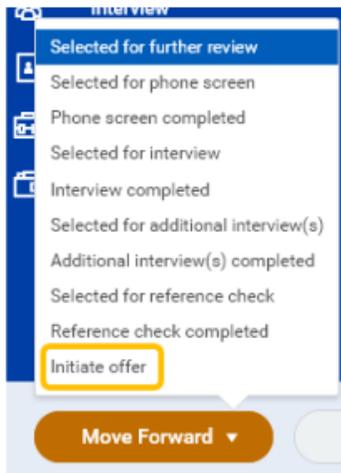


Initiate offer

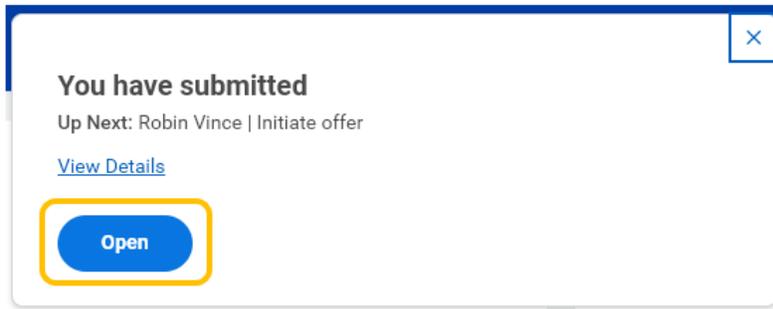
1. From the candidate profile, select **Move Forward**.



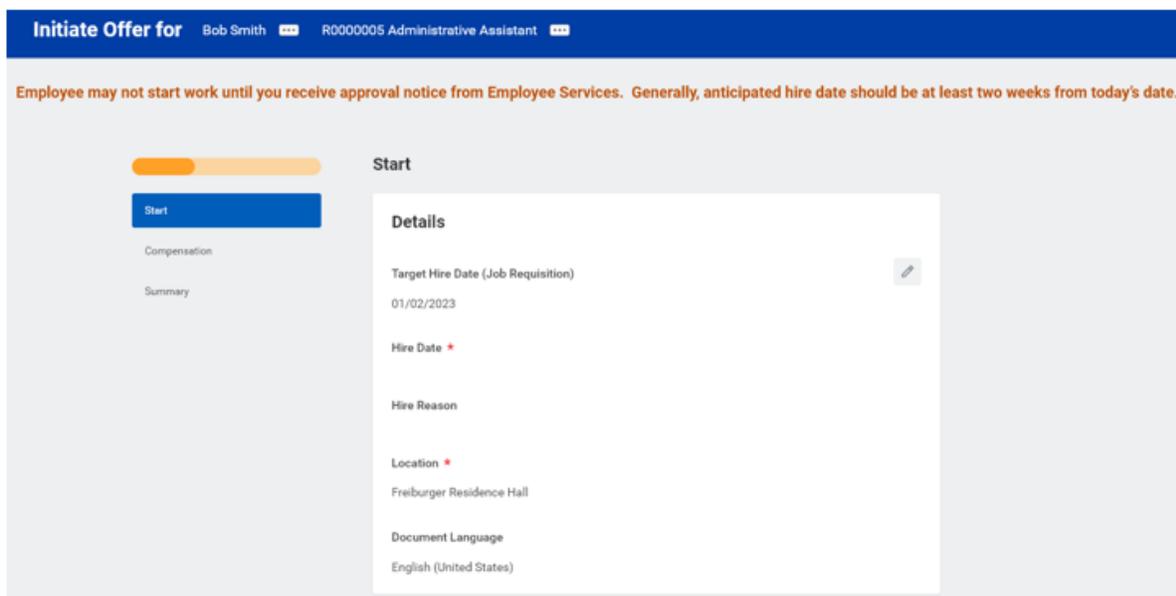
2. Select **Initiate Offer**.



3. Click **Open**.



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



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 *

Document Language

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.

Compensation

Start
Compensation
Summary

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**.



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



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

✕

Success! Event submitted

Up Next: Kelly Collins | Approval by Manager's Manager

[View Details](#)

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.