

CREATE OFFICIAL OFFER DOCUMENT

The offer outline form **must** be approved **before** this step can be complete. Once the outline form is approved, the candidates HR status should automatically update to “**Extend Offer**” by the system. This process performs best in the Mozilla Firefox browser.

1. From within the **REQ** folder, select the chosen candidate from the list of candidates.
2. Click “**Create Document**” via the Actions menu on the left. See Figure 1-1.

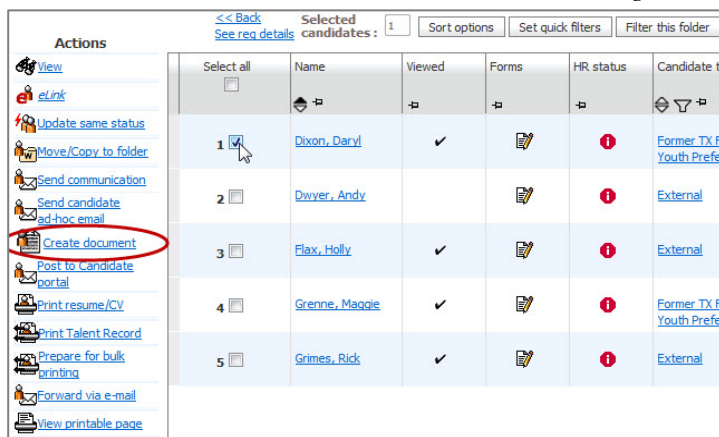


Figure 1- 1: Create Offer Document

3. Select the correct document template from the list and click **Go**. Templates are labeled **HOURLY** or **MONTHLY**, select according to how the position was posted.
4. The Create document page displays. See Figure 1-2.

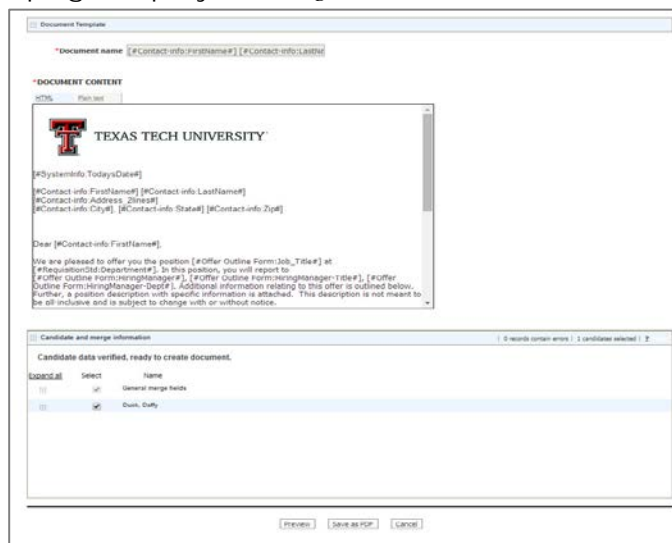


Figure 1- 2: Create document page

5. Click “**Preview**” to see what your document will look like when printed. Click the **X** in the top right corner to close the preview window.
6. Click “**Save as PDF**” to create a PDF version of this document.

7. Click **GO** to post the document to the Candidate Zone.

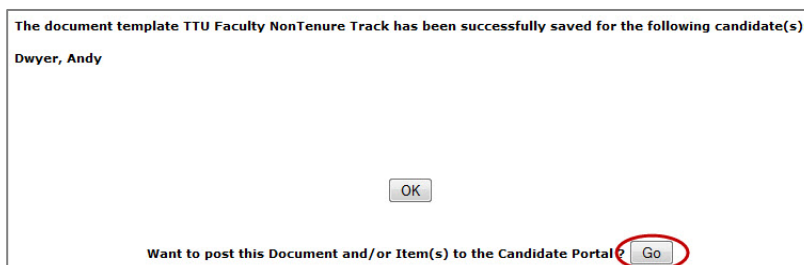


Figure 1- 3: Option to post to Candidate Zone

8. Confirm the document is selected. If it does not appear, search by typing Offer Document in the box. *See Figure 1-4.*
9. Choose a date to remove the letter from the Candidate ZONE. All offers should have an expiration date.
10. Click **"Post to Candidate ZONE"**.

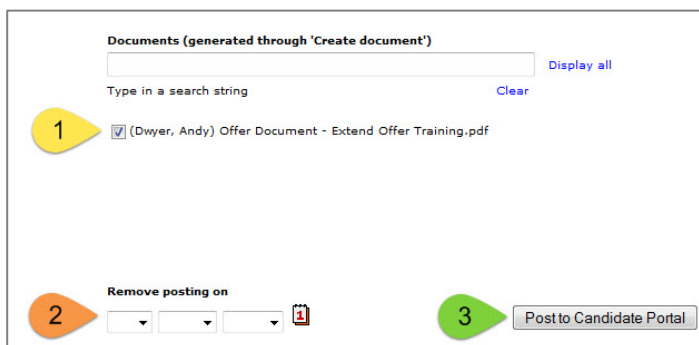


Figure 1- 4: Section of page to post to Candidate ZONE

11. The confirmation window will open and show whether the posting was successful or unsuccessful. The option to send an email communication to the candidate will appear. *See Figure 1-5*
12. Ensure the correct email template is selected: **External** or **Internal**, then click **Go**.

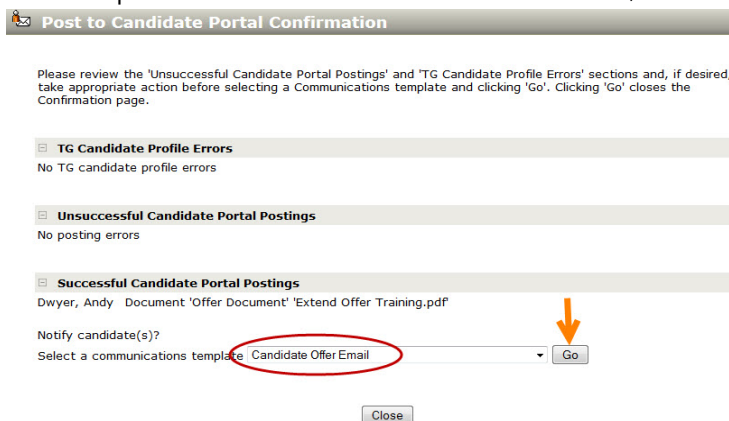


Figure 1-5: Post to Candidate Zone Confirmation

