

Prior to making an offer to an applicant, you must submit the Job Offer to your Recruiting team for approval. You **must** enter the Salary Step number and you may also include a Vacation Acceleration Request.

Submit Job Offer for Approval

Follow the instructions below to submit a Job Offer for approval.

1. Select the Prepare Job Offer action on the Manage Applicants grid for the applicant whom you wish to extend the Job Offer to.

Applicant Name	ID	Total Points	Check Further	Status	JO Status	Disposition	Reason	Resume	View Application	Take Action
Thomas Haugen	1008	0.00	<input checked="" type="checkbox"/>	Active	Ext Appl	Interview	Interview			Select Action...
Sara Huebner	1005	0.00	<input type="checkbox"/>	Active	Ext Appl	Route	Routed			Change Applicant Disposition Prepare Job Offer
Nimco Lee Jama	1001	0.00	<input type="checkbox"/>	Active	Employee	Route	Routed			Route Applicant Select Action...
Troy Jones	1006	0.00	<input type="checkbox"/>	Active	Ext Appl	Route	Routed			Select Action...

2. Enter the Salary Step number that you would like to offer to the applicant.

Select "Step"

Enter the Step number

Enter Qualifications Comments for the Recruiter, using the supplemental worksheet as a guide.

If you do not have a Vacation Acceleration Request, click Submit and skip to step 4.

3. If you have a Vacation Acceleration Request, click the "Add Offer Component" link.

Select "Vacation Acceleration Request"

Enter Comments for the Recruiter

Enter the number of years of related work experience in the Offer Amount field

4. Click "OK" through the warning message.

Base Salary entered is not within the salary range for the JobCode. (18177,2014)

OK Cancel

5. Next steps:
 - The Recruiter receives an email notification and a worklist entry in HRIS.
 - The Recruiter will approve or deny your Job Offer.
 - You will receive an email when the Recruiter approves or denies the request.

6. If the Recruiter denies the Job Offer, you should prepare a new Job Offer for approval, following Steps 1 through 4 of this document.