



Extending an Offer: Faculty and Staff Hires

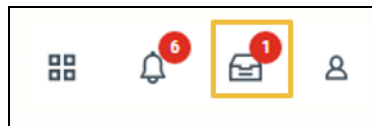
Overview

This job aid outlines the process of Extending an Offer to a Candidate. For Faculty and Staff jobs, this process will be done by a recruiting role. For student jobs, this process will most likely be done by the manager (*see Job Aid – Extending an Offer for Student Hires*). This job aid outlines the process from a recruiter role.

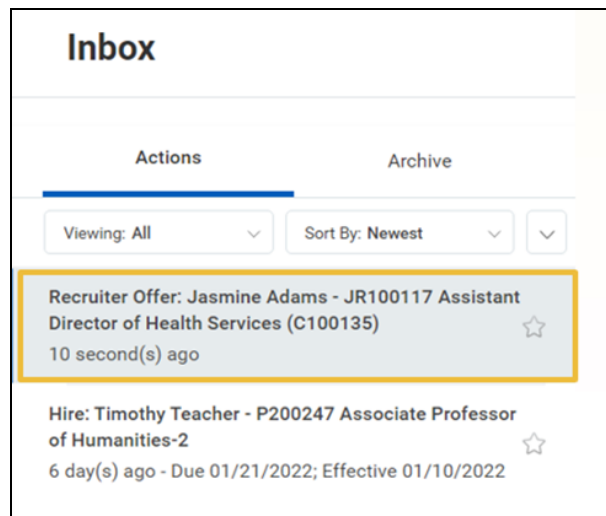
Extending an Offer

Security Role(s): Primary Recruiter, Recruiter, Recruiting Coordinator, Recruiting Administrator, Manager

1. Navigate to your Workday **Inbox**.



2. Locate and select the **Recruiter Offer** inbox item for the position.



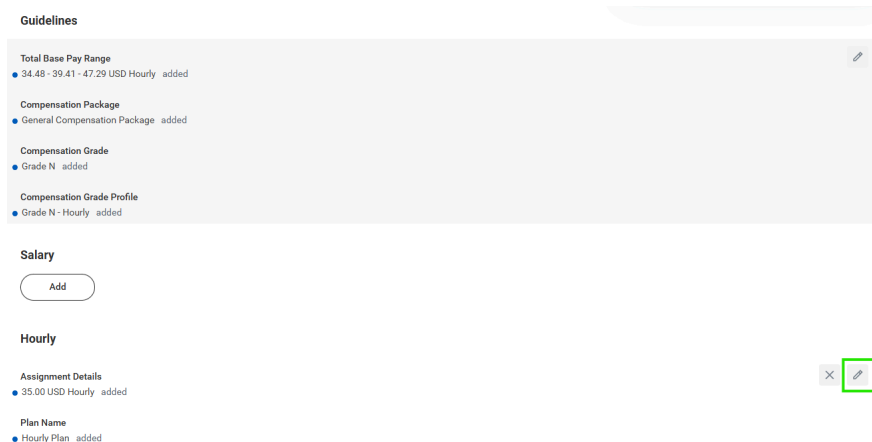
3. To initiate the Offer, you'll complete the details around the hire, including:
 - a. **Hire Date**
 - b. **Hire Reason**
 - c. **Location** *(the location from the requisition will default in but can be changed)*

You can also edit other job details that were on the requisition, such as Business Title and Weekly Hours.
 Select **Next**.



4. You can adjust the Compensation for the offer. Both the compensation on the requisition and the range are provided.

*NOTE: If you made a compensation change outside the Range provided, you will get an Alert when you **Submit** the Offer.*



Compensation Plan
Hourly Plan

Total Base Pay Range
34.48 - 39.41 - 47.29 USD Hourly

Amount *
35.00

Currency *
USD

Frequency *
Hourly

> Additional Details

5. If the offer includes a One Time Payment, you can initiate that process as well. Enter the **Total Amount Requested**. Select **Next**.

Initiate Offer for
Jasmine Adams (C100135) JR100117 Assistant Director of Health Services

10 second(s) ago

One-Time Payment

Summary

Effective Date *
03/01/2022

Employee Visibility Date

Reason

Total Amount Requested
0.00 USD

Back Next

6. You will then have a Summary step to review the **Offer**. Review all aspects, and select **Submit**.

Initiate Offer for
 Jasmine Adams (C100135) JR100117 Assistant Director of Health Services

10 second(s) ago

Start

Details

Target Hire Date (Job Requisition)
03/01/2022

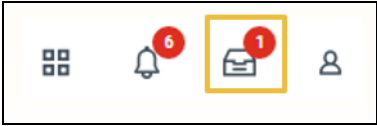
Hire Date *
03/01/2022

Hire Reason *
Hire Employee > New Hire

Submit Save for Later Close

Remaining Process

1. The process routes to the Manager’s inbox for approval.
2. The process will route back to the Recruiting role to **Generate the Offer**. Workday will dynamically generate an offer letter for review. Navigate to your Workday **Inbox**.



3. Select the offer letter for review (*in this case, **Generate Offer: Jasmine Adams - JR100117 Assistant Director of Health Services (C100135)***), and then select **Review**.

Inbox

Actions Archive

Viewing: All Sort By: Newest

Generate Offer: Jasmine Adams - JR100117 Assistant Director of Health Services (C100135)
31 minute(s) ago

Hire: Timothy Teacher - P200247 Associate Professor of Humanities-2
6 day(s) ago - Due 01/21/2022; Effective 01/10/2022

Generate Document Generate Document for Offer (Default Definition): Offer Letter

31 minute(s) ago

Drive Document Template Offer Letter

Generated Document Offer Letter

Created On 01/13/2022 01:43:11.469 PM

Review

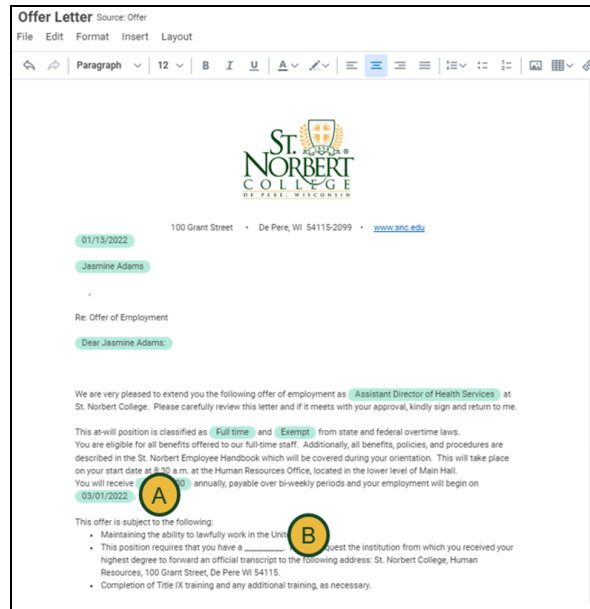
4. When reviewing the Offer Letter, the items highlighted in green are using all of the work that has been done thus far with the requisition and offer details. If you edit anything in green, it will

not be updated in Workday. You will need to do that after this step. The most common example is the **Hire Date (A)**.

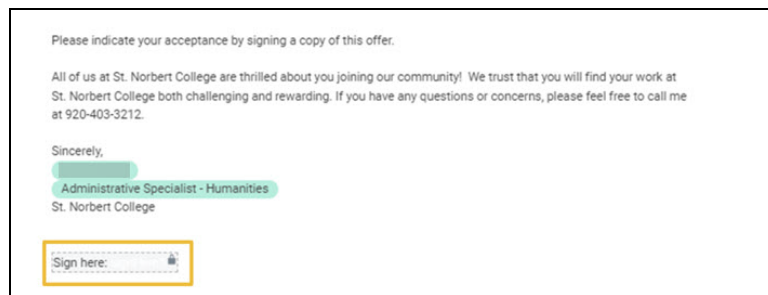
Blank spaces (B) indicate that there needs to be data entered into the template. This is often used when a detail is very specific to a job. You will need to complete all blanks.

Note: Faculty offer letters will often have more blanks than Staff letters.

Select **Review**.



- The Offer Letter concludes with an e-signature placeholder. This will be signed by the candidate to accept the offer. Once you are ready for the letter to be emailed to the candidate, select **Submit**.



- The candidate can then choose to accept or reject the offer. If the candidate chooses to reject the offer, the recruiter will have a task to **Review Redirect**. This allows them to adjust the offer, if desired, or move the candidate to the next step. If the candidate chooses to accept the offer, the recruiter will receive the **Offer for Job Application** task in their inbox to **Move Forward** the candidate to **Background Check** or **Ready for Hire**.