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.

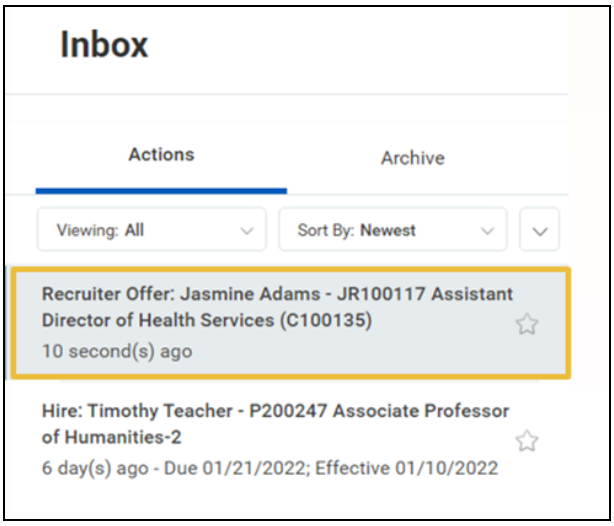
Extending an Offer

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

1. Navigate to your Workday **Inbox** at the top right corner.

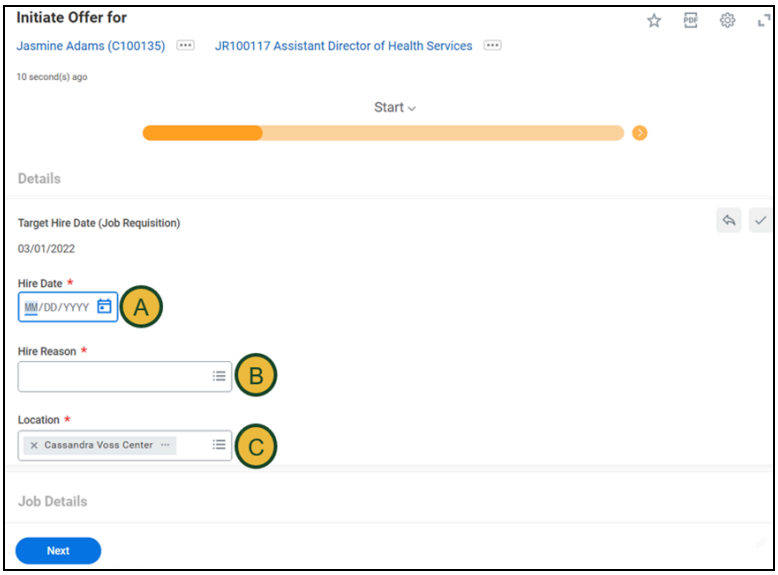


2. Locate and select the **Recruiter Offer** inbox item for the position.

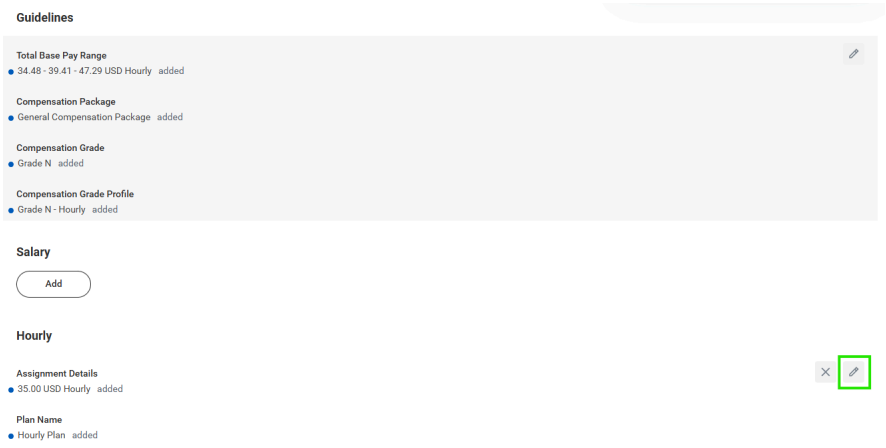


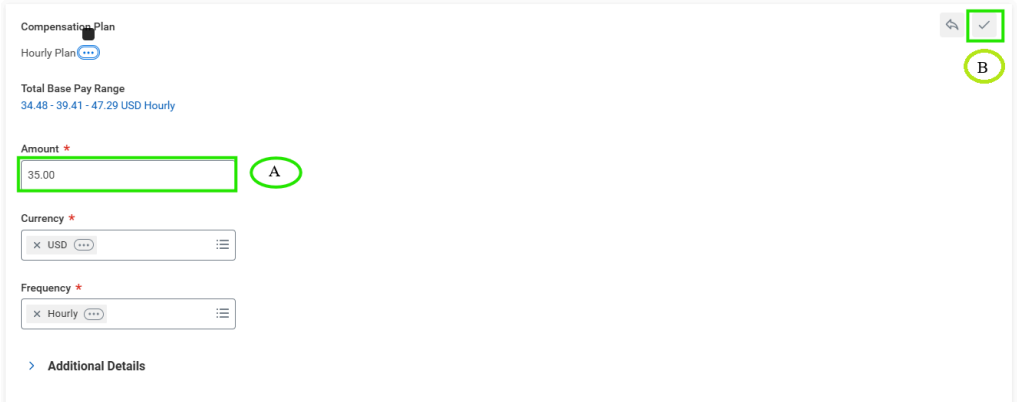
3. To initiate the Offer, you'll complete the details around the hire, including:
    a. **Hire Date**
    b. **Hire Reason**
    c. **Location** *(the location from the requisition will default in but can be changed)*

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

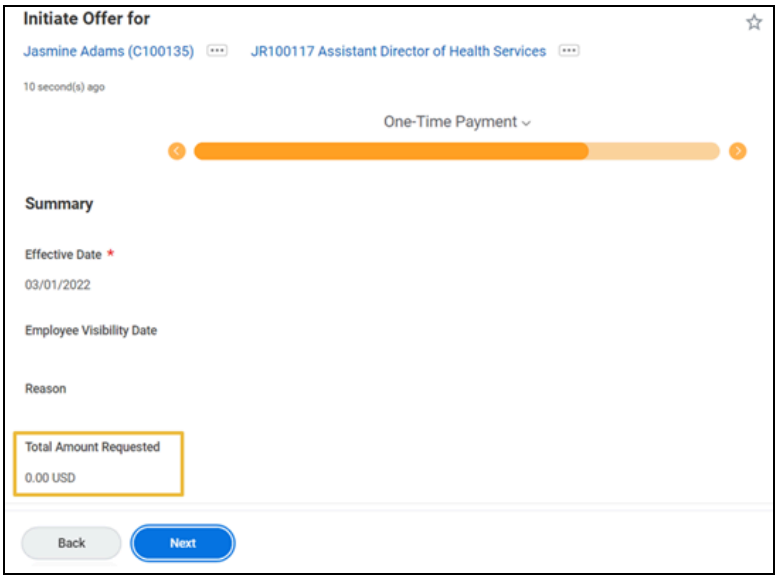


4. You can adjust the Compensation for the offer. Both the compensation on the requisition and the range are provided.
   *NOTE: If you made a compensation change outside the Range provided, you will get an Alert when you **Submit** the Offer.*

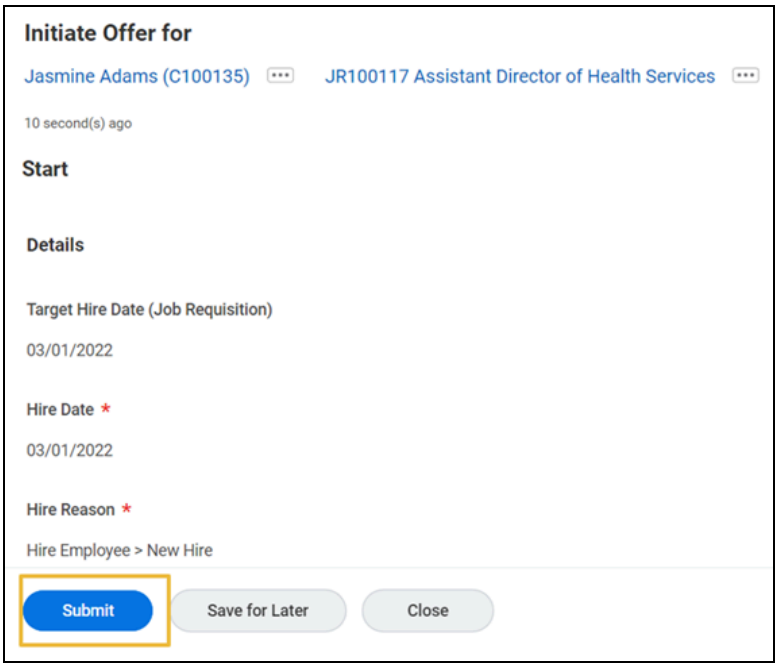




5. If the offer includes a One Time Payment, you can initiate that process as well. Enter the **Total Amount Requested**.
   Select **Next.**



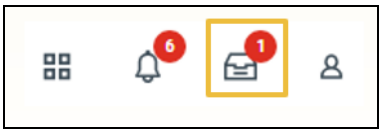
6. You will then have a Summary step to review the **Offer**. Review all aspects, and select **Submit.**



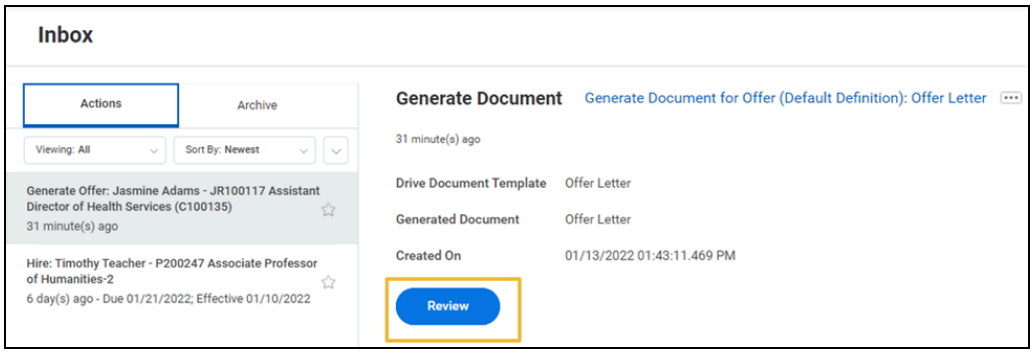
Remaining Process

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**.

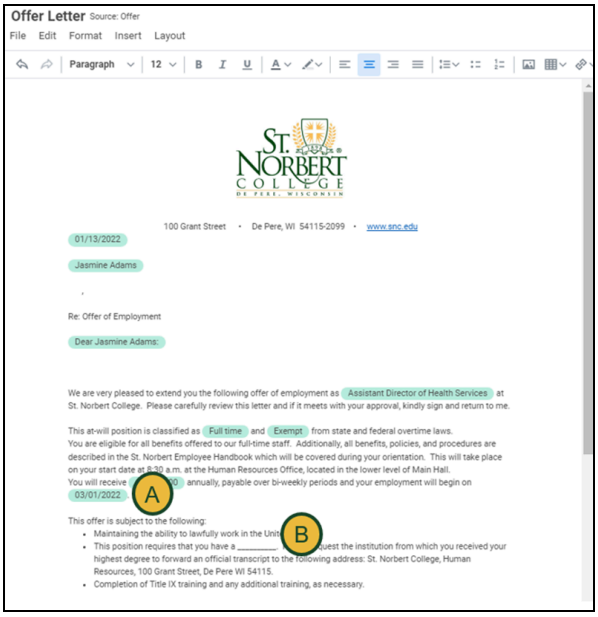


3. Select the offer letter for review *(in this case, **Generate Offer: Jasmine Adams - JR100117 Assistant Director of Health Services (C100135)**)*, and then select **Review.**

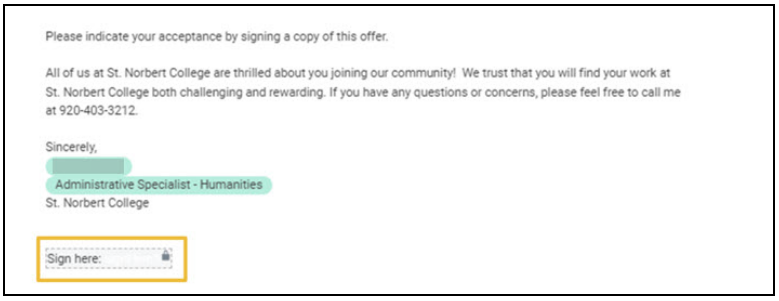


4. When reviewing the Offer Letter, the items highlighted in green are using all of the work that has been done thus far with the requisition and offer details. If you edit anything in green, it will

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**.



5. 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.**



6. 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 the **Offer for Job Application** task in their inbox to **Move Forward** the candidate to **Background Check** or **Ready for Hire**.