

## MAKING AN OFFER

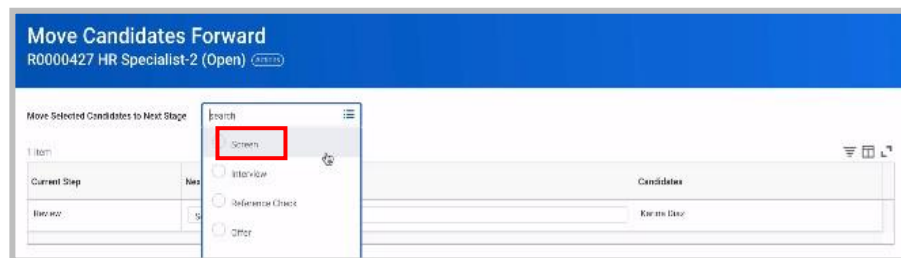
When you have found the candidate who meets the needs of the open position and your department, you may be ready to make an offer of employment. To do this, follow these instructions.

1. Select the candidate to move forward and make an offer. We will make an offer to: Karina Diaz.

2. Select **Screen**.

If you are a Posting Manager or Primary Recruiter and managing the requisitions on behalf of a Manager, the Screen option is used in a couple ways:

- The Screen option will prompt the Manager to screen this application, as they will get a notification in their inbox where they can open the task and make decisions.

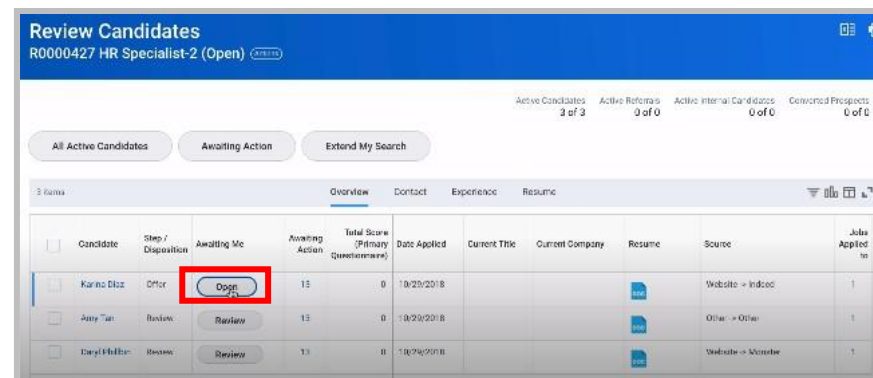


- If you selected Reference Check in this dropdown, the Manager would receive a task with a link to the Reference Check Form.

3. When ready to Offer a Position, select **Offer** under the Move Forward option.

A screen will open prompting the Manager to open the Offer form.

4. Click **Open** and fill in the Offer details.



5. Enter the Hire Date, Hire Reason, and choose from the options.

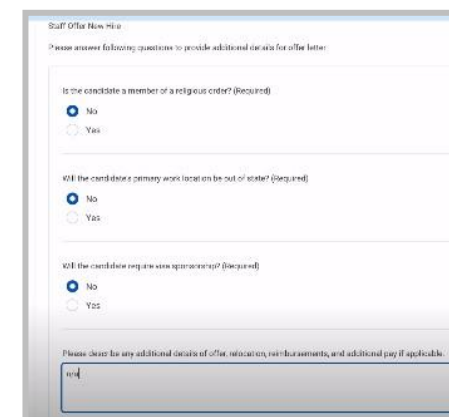
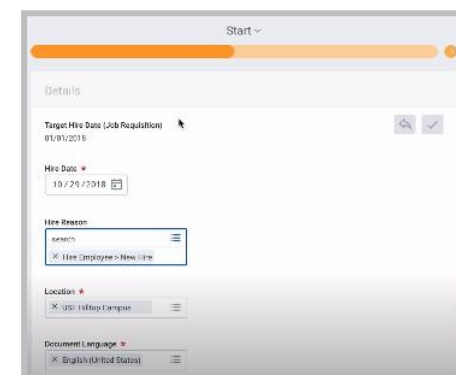
6. Click **Next**, review the information and then, **Submit**.

7. Complete the questionnaire on the candidate to whom you offered the job. Note such things as religious order, primary work location and Visa sponsorship information.

8. Enter any additional details related to the Offer that HR may need for the creation of the Offer letter, such as a type of Visa or sponsorship information.

9. Then, click **Submit**.

The next step is to select the compensation.

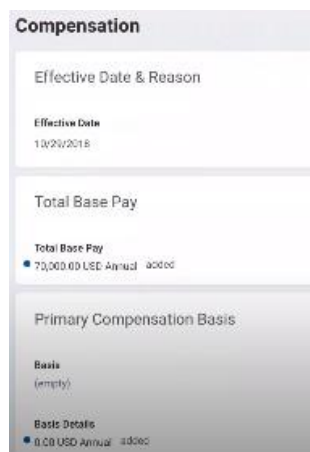


10. Click **Open**.

11. If you need to change the hourly rate for the Offer, do so, here.

12. Click **Submit**.

The offer then goes to the Compensation Partner for review. HR will process the Offer letter and send it to the Initiator for review.



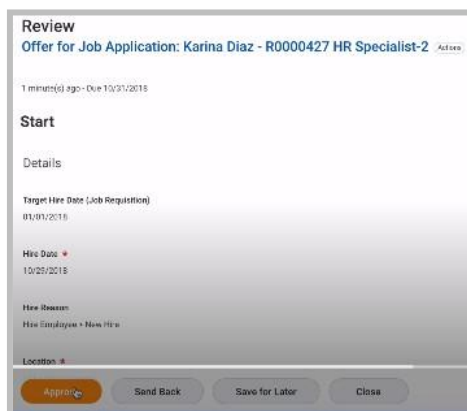
## HIRING A CANDIDATE

1. The initiator will receive a notification in their Workday inbox to review the original details of the Offer.



2. The Initiator will verify and edit the Job Details, and add any additional Information.

If anything needs to be changed, the Manager can send it back. Then, HR will re-create the Offer letter based on the changes.



3. If the Offer detail is approved, a second notification will be sent to the initiator for review.

The Initiator can see the offer letter in PDF format and also download the letter, if needed.

4. If the final offer letter looks good, the Initiator clicks on **Agree**, and then, clicks **Submit**.

5. The Offer letter will be sent to the candidate via email, with instructions to access the Workday system and sign the Offer letter, digitally.

6. Once the Offer letter is accepted and signed by the applicant, HR will process the new hire.

In Summary, here is the step-by-step for this process.

Step 1: Manager or Posting Manager submits offer.

Step 2: Business Officer reviews and approves offer.

Step 3: Compensation Partner reviews and approves the compensation.

Step 4: Human Resources Partner generates offer letter.

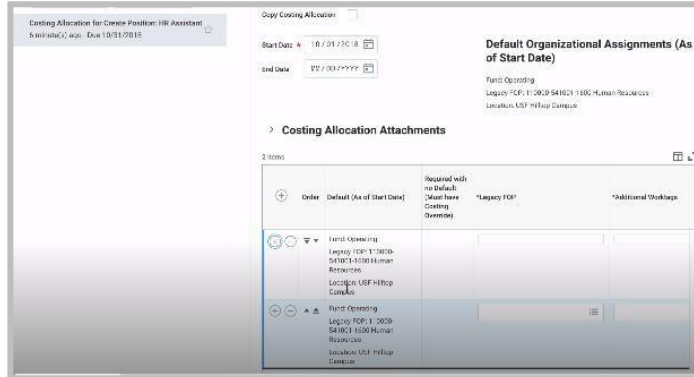
Step 5: Manager or Posting Manager reviews and approves offer letter.

Step 6: Offer letter is sent to candidate.

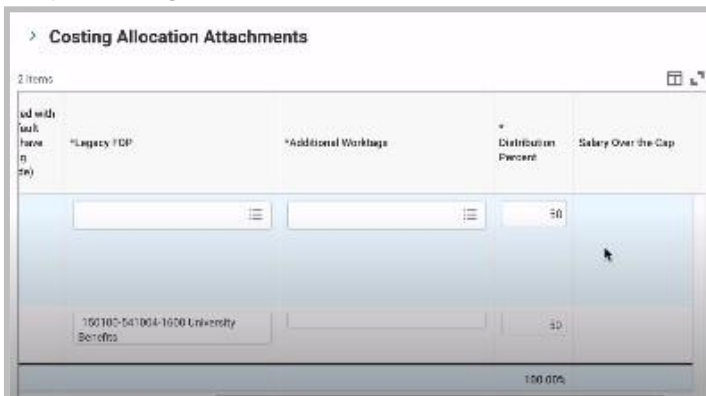
## Costing Allocation

- Once the candidate is hired, the Business Officer will get a notification task for **Costing Allocation for Create Position**.

This is an optional task and the Business Officer can skip it by selecting Task Actions and choosing “Skip This Action.”

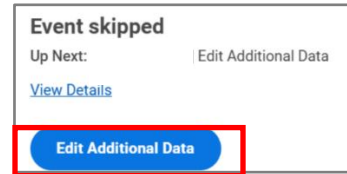


- If needed, the FOP can be split at this time under the **Costing Allocation Attachments** section. Percentage splits can be added in the table, under the column titled **Distribution Percent**. The percentages should total 100%.

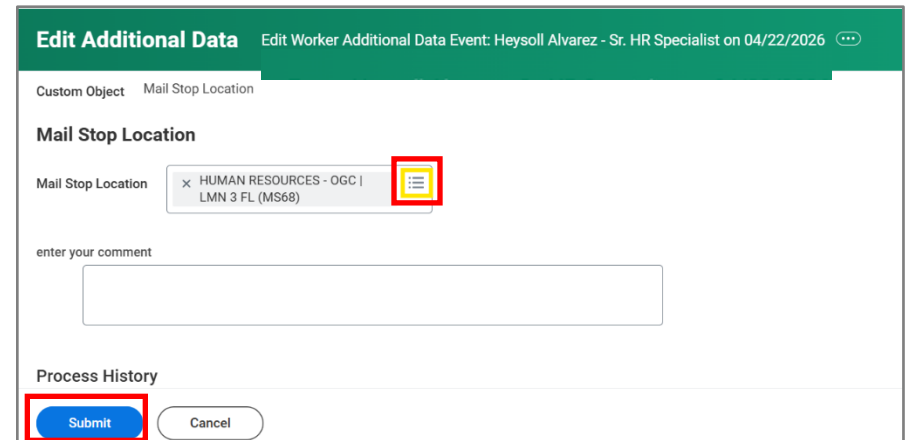


## Add Mailstop Location for New Hire

- Once the Costing Allocation is complete, there will be a pop-up window to **Edit Additional Data**. Click **Edit Additional Data**.



- In the **Mail Stop Location** field.
  - Either type the Mailstop Location directly into the field or,
  - click on the list icon (three lines) to select from the drop-down menu.
  - Review the information entered for accuracy. Click **Submit**.
- NOTE:** After the submission, the onboarding process continues on to the employee. This is unrelated to the Mail Stop Location entry.



- Once the Business Officer approves, HR will perform the background check.
- Instructions for onboarding will automatically be sent to the new hire.