This QRG outlines the steps a **Department Recruiter** would follow to prepare the Offer Approval details and route for proper approvals.

The Offer Approval **must** be created and approved before extending the Offer Letter to the selected candidate.

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| Access SuccessFactors |
| Visit **OneCampus** and select **Employee Launchpad.** | <https://one.purdue.edu/>  |
| Log in using **Purdue Career Account ID** and **BoilerKey passcode**. |  |
| Job Requisition |
| From the Success Factors home page, click the **Home** drop-down menu and select **Recruiting**. |  |
| The list of **Job Requisitions** is displayed. |  |
| Move Candidate |
| Click **Number** link under the **Candidates** column corresponding to the Job Requisition. |  |
| Click candidate **Name** and drag and drop candidate into the **Offer** status of the **Talent Pipeline**. |  |
| Click **Apply Updates**. |  |
| Create Offer Approval Details |
| Click candidate **Name** to open details. |  |
| The candidate application is displayed. |  |
| Click **Take Action**.Hover over **Offer**.Select **Offer Approval**. |  |
| **Select Faculty Offer Details** from drop-down. |  |
| Complete **Offer Details**. Required fields will be marked with a red asterisk (\*).**EC Position Number** is the same number as **Position Number.** Copy and paste the Position number into the EC Position Number Box**Will the employee be a remote employee** – Yes = Employee works outside the state of Indiana otherwise “No”. |  |
| Input the monthly salary amount into the **Period Rate** box | 6,250 |
|  |  |
| Next to **Offer Letter**, click **Attach a document**.  |  |
| Click **Choose File**. |  |
| Click on a **document** to upload as a placeholder to move forward in the offer approval process.  |  |
| Click **Upload**. |  |
| Click the **Use Selected** checkbox to attach. | Placeholder doc. |
| The input the **Approvers** for the Offer Approval.Add **Comments**, as needed. | Elizabeth DepewTania Sanders Dean’s Name |
| Click **Send For Approval** to route to first approver.Click **Save** to save changes, but not kick off the approval workflow. |  |
| Click **Yes** to continue. |  |
| The Offer Details are now in the approver’s queue to review and approve, or send back with edits. |