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 |
| Input the **Approvers** for the Offer Approval.  Add **Comments**, as needed. | Marty Denkhoff  Debra Grant  Dean’s Name |
| Click **Save** to save changes, but not kick off the approval workflow. |  |
| Click **Back to Candidate** |  |
| Attaching Draft Offer Letter to Offer Approval | |
| Click **Take Action**.  Hover over **Offer**.  Select **Offer Letter**. |  |
| Scroll down and select **PNW** **Template** from the dropdown.  **NOTE**: **The offer letter template selected must coordinate with the type of position being offered.**  Edit **Subject**, if necessary. |  |
| The **Offer Letter** template is displayed.  All items highlighted in yellow will be prepopulated from the candidate application and profile data.  Review offer letter template and make revisions, if needed.  You can click **Preview** to review the populated offer letter  You can click **Back** to make additional revisions. |  |
| Click **Save As Draft**. |  |
| Prior to sending the online offer letter to the candidate, the Dean will review the letter for accuracy. Make sure you are **Back** to where you can preview the letter and you see the highlighted yellow items.  Click on **Preview** |  |
| Copy and paste this letter into a Word Document and save to your hard drive.  **Do not** click on Online offer, Verbal offer, Email as text, email as PDF attachment at this step as it will send the offer letter to the candidate before it is approved. |  |
| Click **Cancel** |  |
| Click candidate **Name** to open details. |  |
| Click **Take Action**.  Hover over **Offer**.  Select **Offer Approval**. |  |
| Scroll down to **Offer Letter** and Click **Attach Document.** Upload **Offer Letter** that is saved to your hard drive |  |
| 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. | |