This QRG outlines the steps for **Department Recruiter**, as assigned within your department to extend the offer of employment via an online offer letter to the selected candidate. An Offer Letter must be completed for the selected candidate for any Faculty position.

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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. |  |
| Candidate | |
| Click **Number** link under the **Candidates** column corresponding to the Job Requisition. |  |
| Click candidate **Name** to open details. |  |
| The candidate application is displayed. |  |
| Click **Take Action**.  Hover over **Offer**.  Select **Offer Letter**. |  |
| Send Offer Letter | |
| Click **Online Offer**. |  |
| The **Offer Letter Email** template is displayed.  All items highlighted in yellow will be prepopulated from the candidate application and profile data.  Edit the template to reflect **Purdue University Northwest**  instead of **Purdue University**  Review email template and make other revisions, if needed. |  |
| Click **Next**. |  |
| A preview of the **Offer Letter Email** is displayed.  Perform a final review prior to sending email. |  |
| Click **Send**. |  |
| The selected candidate will receive an email notification to log in and review the offer and take action. | |
| Post Offer | |
| Once an Offer of Employment has been accepted, the candidate must be moved to the **Background Check** status on the **Talent Pipeline**. | |
| Click candidate **Name** to select.  Drag and drop in the **Background Check** status on the Talent Pipeline. |  |