This QRG outlines the steps for the **Department** **Recruiter** to download and save a copy of the offer letter. A copy of the offer letter must be submitted to the VCAA’s Office and designated Payroll Specialist.

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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**. |  |
| Save Offer Letter | |
| From the Success Factors home page, click the **Home** drop-down menu and select **Recruiting**. |  |
| Click the **number of Candidates** to open the Talent Pipeline. |  |
| Click on the **Offer** status. |  |
| Click candidate **Name** to open profile. |  |
| Under the **Offer Letter** section, click **Conditional Offer of Employment**. |  |
| A new window opens displaying the offer letter.  Click **Download PDF** to save a copy of the letter. |  |
| Click **Save**. |  |
| Send Offer Letter | |
| Attach the PDF download of the Offer Letter to an email and send to designated Payroll Specialist and Debra Grant, Interim Executive Assistant to the VC for Academic Affairs. | |