How to Submit the Request to Offer

Once the hiring authority makes his or her final selection, the details of the offer must be routed and approved by various parties before the position can be offered to the candidate. This is done by changing the status of the final candidate(s), completing the Request to Offer form, and sending the requisition forward for approvals.

CANDIDATE(S) MUST BE APPROVED BY HUMAN RESOURCES PRIOR TO FORMALLY OFFERING THE POSITION TO THE CANDIDATE. When your request has been routed through the workflow, HR will review the requisition and notify you that candidates are approved. At that point your hiring authority may offer the position.

Part I- Change Status of Final Candidate(s):
1. Click the Applicants tab in your requisition to view your active applicants.
2. Check off the applicant who you would like to move to Request to Offer using the checkbox to left of their name. Once they’re checked, hover your cursor over the Actions button in the upper right area of the list. Select Move In Workflow.
3. The applicant(s) you selected should now appear on another page. Change his or her status to Request to Offer using the drop-down menu.
4. Save Changes.

Part II- Complete the Request to Offer form:
1. Select the Summary tab in your requisition to view the Requisition Summary.
2. Select the Edit button next to Request to Offer/Compliance section of the Summary.

(Continued on next page)
How to Submit the Request to Offer, contd

3. Click the **Add Request to Offer/Compliance Entry** button.

4. Complete the form with the following information:
   - New Hire Name, Salary, Budgeted Salary, Over Q2 (yes/no), Rank/Range, Expected Start Date, Estimated Startup Cost (if applicable), Reasons for Selecting this Candidate, Information from References.

   *If hiring more than one individual, you must complete a separate Request to Offer form for each candidate. Click Add Request to Offer/Compliance Entry to open another form.*

5. Save changes.

**Part III- Move Requisition Forward to Dept Head/Supervisor:**

1. On your Requisition Summary page, hover your cursor over the orange button at the top right of the page that says “Take Action on Requisition.”

2. Select **Submit Candidates for Review by Dept Head/Supervisor.**

3. A pop-up window will appear, allowing you to add any comments to the requisition History page before submitting. The History page is a running record of actions taken on the requisition, along with notes added manually by HR and you for future reference. *If you haven’t already done so, consider adding this requisition to your watch list. This will make the requisition easily accessible from your Home Page at all times (as it moves through the workflow it may leave your Inbox).*

4. Click Submit.

**Important:**

- All sections above must be completed in order to formally submit candidates. The Request to Offer will not be processed until you have moved the requisition as a whole to Submit Candidates for Review.

- Please remember to disperse applicants not selected to the inactive pool. At the end of the search, the only candidate remaining in the active list must be the individual hired. (See Applicant Dispersal instructions).