Offer Card:

Once you are ready to make an offer to an applicant, move them into the verbal offer status.
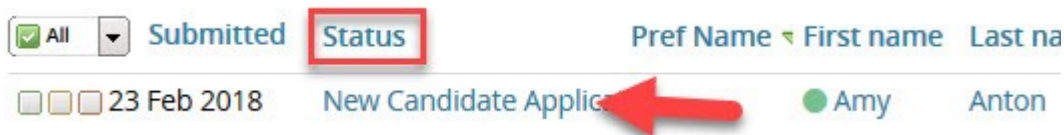
1) Select **Jobs** on the top toolbar.
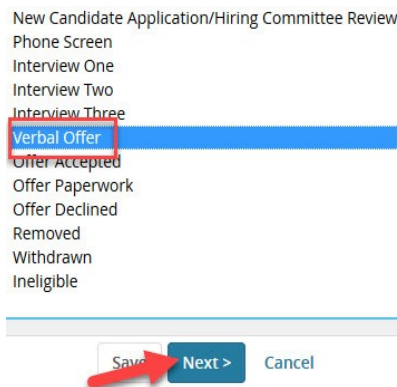

2) Locate the position. Click on the **number** (# of applications for position) listed in the **Applications** column.

3) All of the applications for the position will be listed. Click on the **Status** link for the desired individual.

4) Select **Verbal Offer**, and then **Next**:

5) Select **Move now**.

Note: No email communication will be sent to the applicant at this stage.

6) On the next window, fill in the **HIRE RECOMMENDATION** fields. If the employee is an adjunct, fill out the **FOR ADJUNCTS ONLY** area as well.

7) Under **ONBOARDING**, fill in the **Reports to manager** area, and the **Onboarding delegate** (this could be an assistant or someone to help with onboarding.)

8) The **Application documents** section will show documents uploaded by the applicant (resume', transcripts, etc.).

9) Under **Approval Process**, use the drop-down box to select the type of process. Please do not change the defaulted names.

10) Once complete, select **Save** to initiate the offer approval process.

11) Once the offer card is approved, the applicant will be moved to the onboarding stage. You can view the applicant's onboarding progress by selecting **New hires** in the **Offers** box on the dashboard: