

Accept an Offer

Overview

When you are the successful candidate for a job posting, the hiring manager will document the terms of your job offer. HR Shared Services will then create an electronic offer letter and send it to you by email.

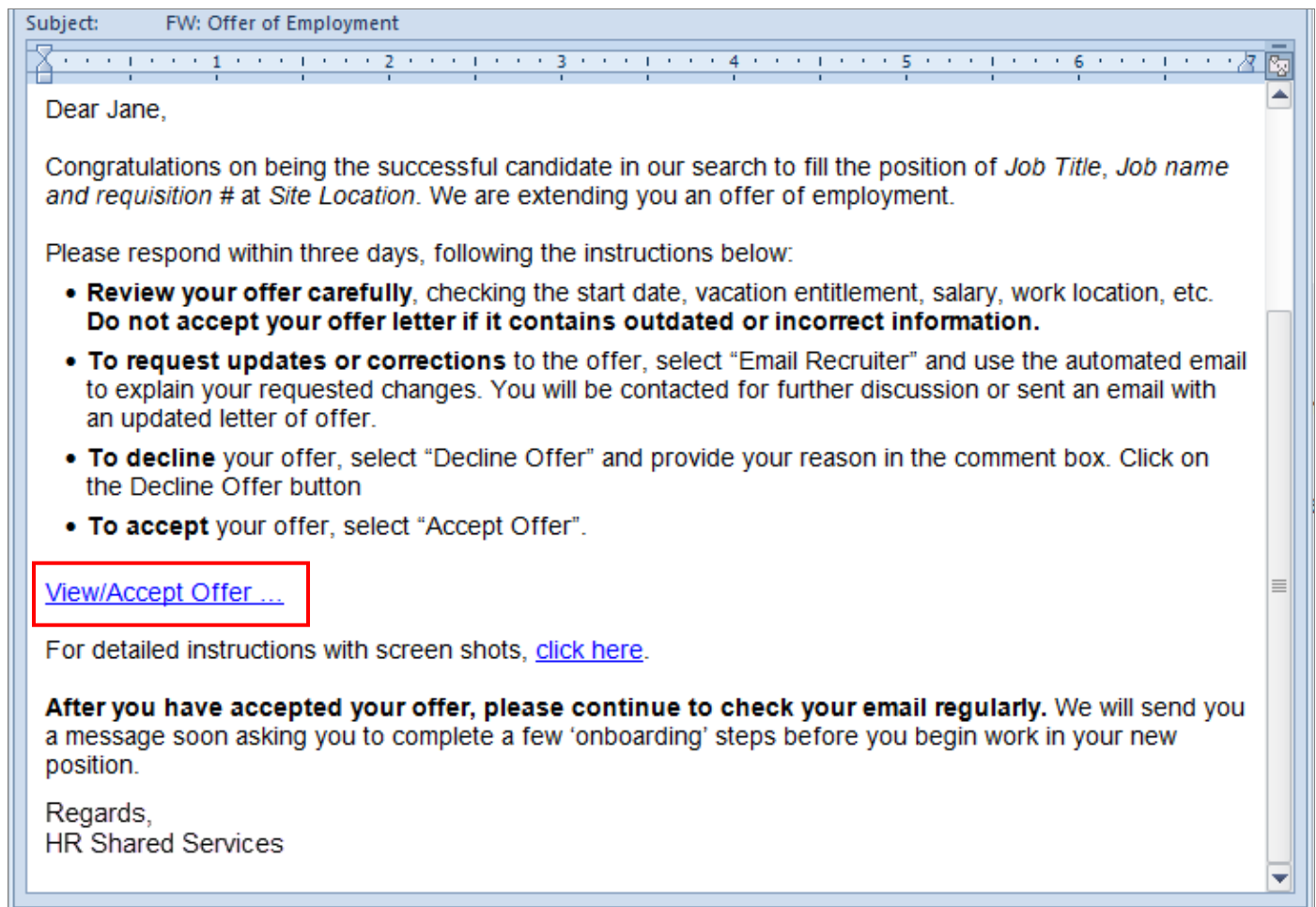
The email contains a link to the offer letter and provides instructions for viewing and accepting or declining the job offer, or sending a message to the hiring manager (e.g. if you have a question about the terms of your offer).

Procedure

From the email notification,

1. Click the **View/Accept Offer** link.

Example email:



Note: You will be prompted to sign into SuccessFactors using your network ID and password.



The *My Offers* screen appears and displays your offer letter.

2. Review the details of your offer and click one of the options on the right side of the screen:

- **Accept Offer:** accept the terms of the offer.
- **Decline Offer:** decline the terms of the offer.
- **Email Recruiter:** send an email to the hiring manager (e.g. a question about the offer).

Refer to the examples on the next page for details on each selection.

Administrative Manager Req (2880) - Pending Offer Letter

Location
Offer Date 02/08/2018

Offer Letter Print Download

Winnipeg Regional Health Authority
Office régional de la santé de Winnipeg
Caring for Health À l'écoute de notre santé

HR Shared Services
300 Carlton St., 5th Floor
Winnipeg, Manitoba
R3B 2K6 CANADA
TEL: 204-940-8500

Services partagés en RH
300, rue Carlton, 5^e étage
Winnipeg (Manitoba)
R3B 2K6 CANADA
TÉL: 204-940-8500

Private and Confidential

02/08/2018

Dear [redacted]

We are very pleased to offer you the position of Administrative Manager Req # 2880 [redacted]

Position Details			
Start Date	01/22/2018	Hourly Salary	\$24.167
Status	[redacted]	Full-Time Equivalent (FTE)	[redacted]
Anticipated Shift	[redacted]	Vacation Pay (paid each pay period on hour worked)	[redacted]
Employee Group	[redacted]	Annual Base Hours (part-time employees are prorated based on their FTE)	[redacted]

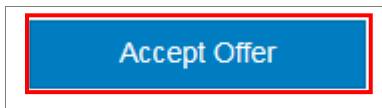
You may be eligible for an academic allowance under the terms of your collective agreement. If you wish to be considered for the allowance, you must provide proof of your eligibility by submitting your original certificate(s), diploma(s) and/or degree(s) for verification at the time of hire to Human Resources Shared Services (HRSS) located at 5th floor – 300 Carlton Street. The Academic Allowance will not be paid retroactively if documentation is not provided at the time of hire.

Accept Offer

Decline Offer

Email Recruiter

Accept Offer:



If you click **Accept Offer**, a system-generated email notification will be sent to the hiring manager to indicate that you have accepted.

Decline Offer:

A form titled "Decline Offer" with a "Decline Offer" button at the top. Below it is a text area labeled "* Comment" with a red border. At the bottom of the form is another "Decline Offer" button.

If you click **Decline Offer**, you will be prompted to enter a comment in the *Comment* field about why you are declining the offer.

Click **Decline Offer** under the *Comment* field after you enter your comment. A system-generated email notification will be sent to the hiring manager to indicate that you have declined the offer, including the comment you entered.

Email Recruiter:



If you click **Email Recruiter**, you will be prompted to enter an email message.

A dialog box titled "Email Recruiter" with a close button (X) in the top right. It contains a "Subject" field with the text "Administrative Manager (2880)". Below it is a large "Email Content" text area with a red border and a rich text editor toolbar. At the bottom are "Send" and "Cancel" buttons, with "Send" highlighted by a red box.

Enter your message in the **Email Content** field.

Click **Send** when you are finished. The email will be sent to the hiring manager with your message.



After you click/complete an option, the screen displays a message indicating whether you accepted, declined, or emailed the recruiter, along with the date the action was taken.

Note: In the example below, the offer was accepted. This information is recorded in SuccessFactors and can be displayed by users with access to the corresponding job requisition.

My Offers

Administrative Manager Req (2883) - Accepted [Offer Letter](#)

Location
Offer Date 02/07/2018

Accepted 02/07/2018

Offer History

Administrative Manager Req #2883 (2883)	02/07/2018	Accepted	View Offer
---	------------	----------	----------------------------

Copyright © 2017 SuccessFactors, Inc. All rights reserved. These online services are SuccessFactors confidential and proprietary and for use by authorized SuccessFactors customers only. [Show version information.](#)

Next Steps

After you accept the offer, HR Shared Services will initiate the final stage of the process known as Onboarding (if required).