# Approve an Offer

Overview

After the successful candidate is selected as a result of the recruiting process, the Org Chief (or delegate) can [complete an offer approval](#), or provide the offer details to HR Shared Services for it to be completed.

If the Org Chief (or delegate) identifies someone else as the offer approver (e.g. based on an established business process), an email notification is generated and sent to the other user indicating that an offer is pending their approval.

The Offer Approval contains multiple data fields. SAP populates some fields through an interface with SuccessFactors, while SuccessFactors populates others. The remaining fields are filled in by the individual completing the offer approval (Org Chief/delegate or HR Shared Services). For a full list of offer approval fields that includes requirements and information about how each field is populated, refer to the [Offer Approval Field Reference](#).
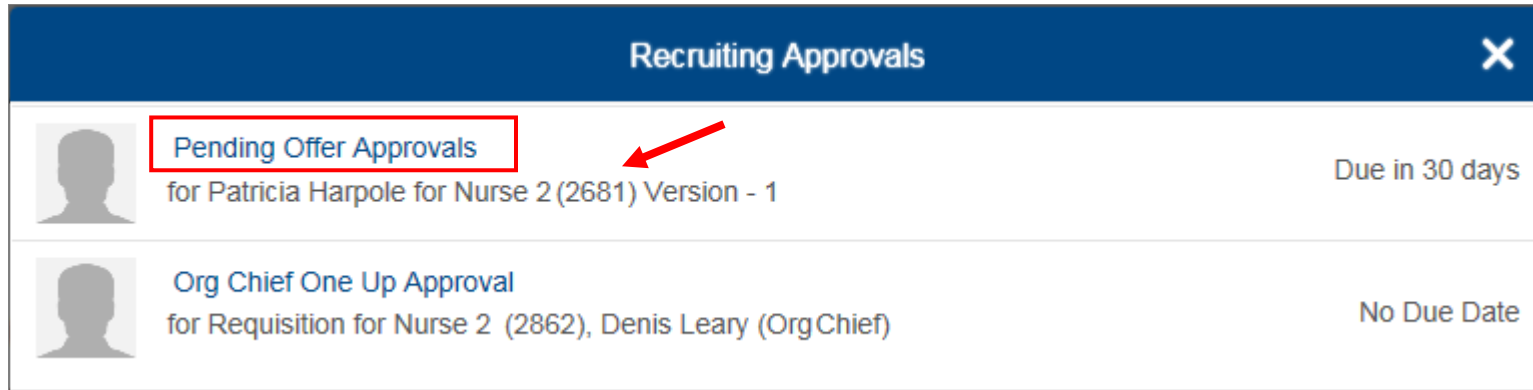
Procedure

1. Click the **Recruiting Approvals** tile on the Home Screen.
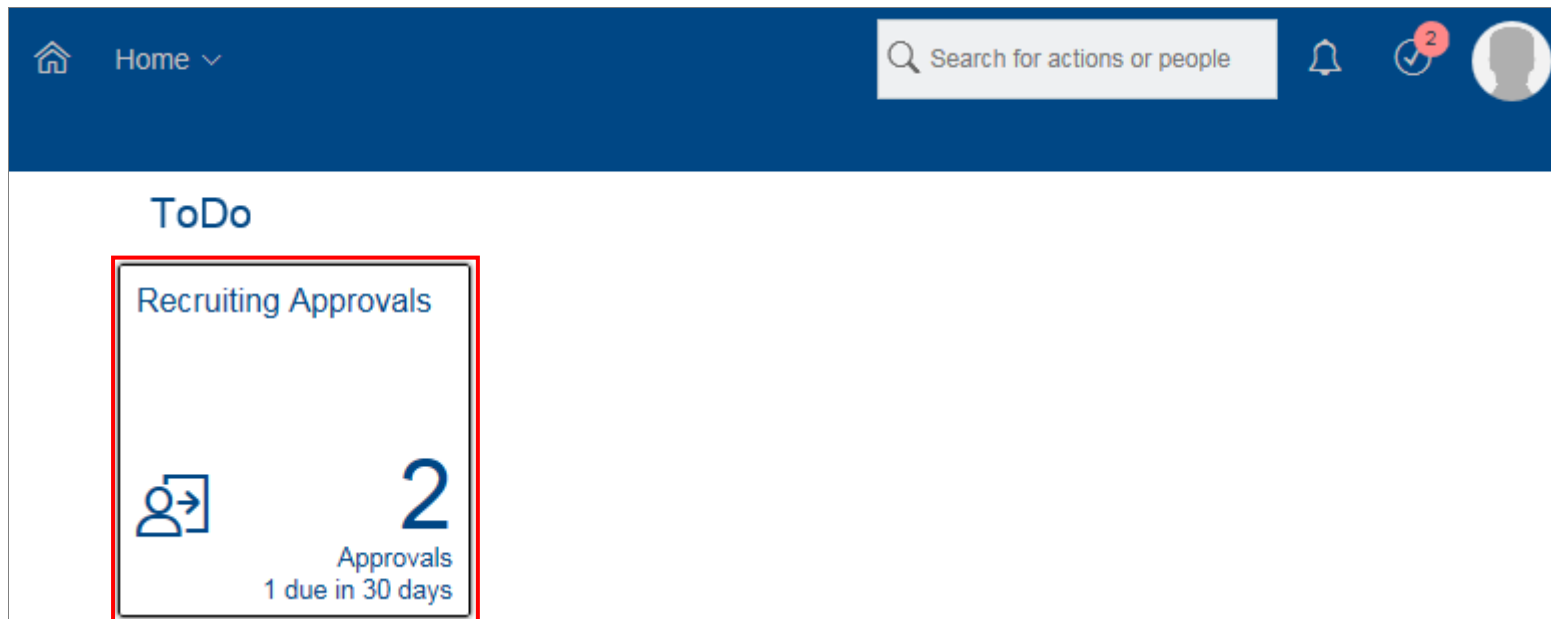
The *Recruiting Approvals* pop-up window opens.

2. Click the **Pending Offer Approvals link**.

   Note: The *Requisition ID #* appears beside the job title. This is helpful if there are mutliple *Pending Offer Approvals* listed in the *Recruiting Approvals* window.

The *Offer Approval* screen appears and displays the offer detail completed by the Org Chief (or delegate).

3. Scroll down the page and review the offer details until you reach the **Approvers section**.
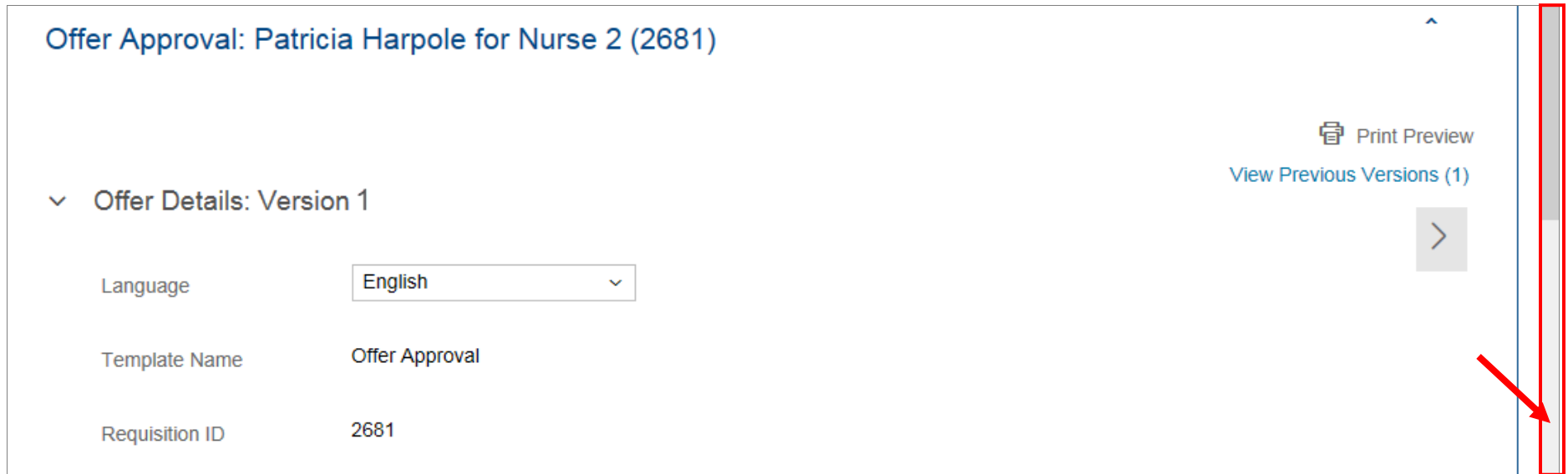
In the *Approvers* section,

4. Do one of the following:

- Click **Approve** to approve the offer.
- Click **Decline** to decline the approval.

Note: If you decline the approval, you must enter comments in the *Comment* field with details about why you are declining the approval.
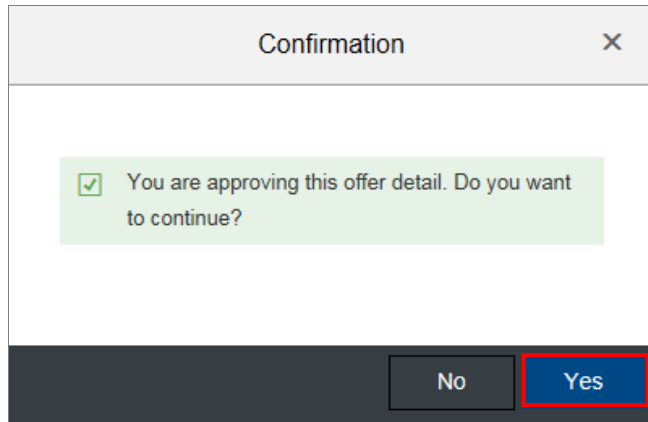
A *Confirmation* pop-up window appears.

5. Click **Yes**.

You return to the *Offer Approval* screen. The approval Status now displays Completed, and the approval date appears beside the approver's name with a green checkmark. You can click Back to List to return to the Talent Pipeline screen.
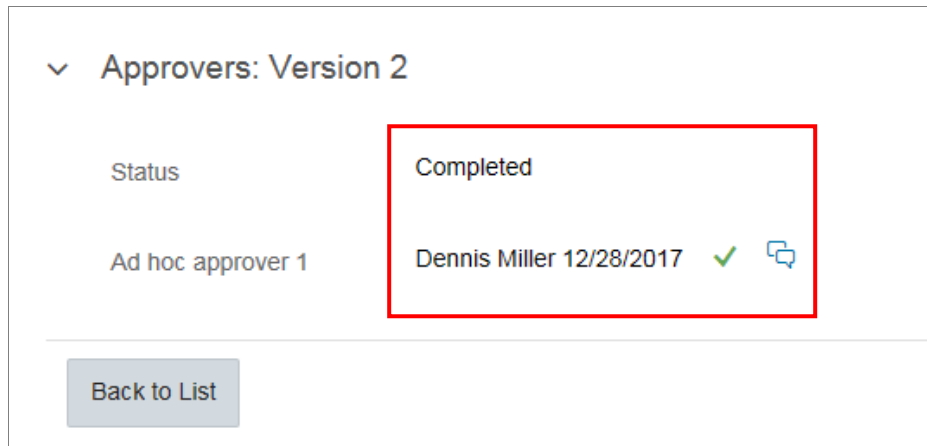
Next Steps

When the approval is completed for the offer, HR Shared Services uses SuccessFactors to create an offer letter and sends it electronically to the successful candidate. The Org Chief will receive an email notification when the successful candidate accepts or declines the online offer.