

Display Offer Letter Information

Overview

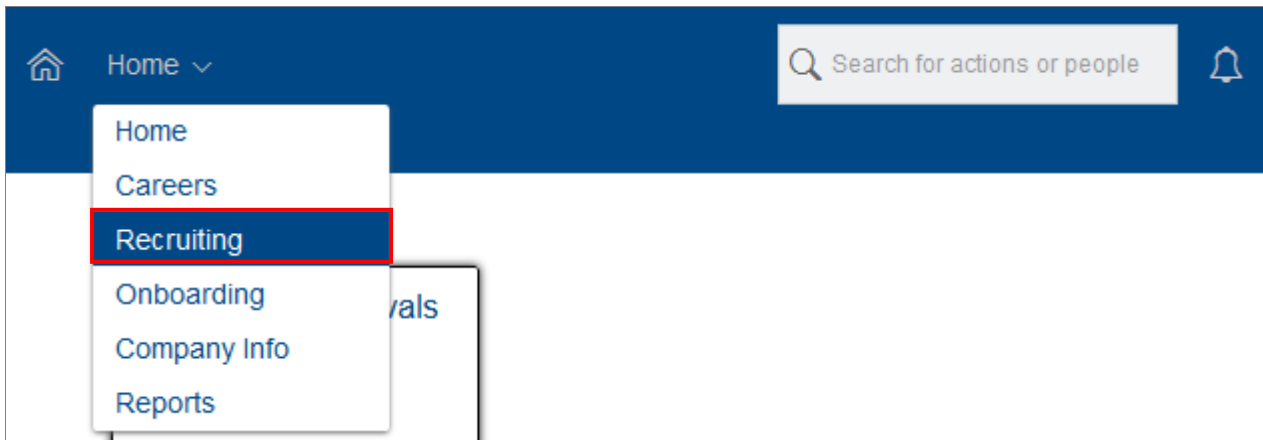
After the final approval is completed for an offer, HR Shared Services uses SuccessFactors to create an offer letter and send it to the successful candidate electronically.

The offer letter, and all activities associated with it (e.g. the date it was sent, the date it was accepted/declined, etc.), can be displayed in the *Candidate Overview* area for the job requisition.

Note: HR Shared Services can be contacted to cancel an offer letter that is pending a response from the successful candidate through the Candidate Overview area. For example, in a case where the successful candidate verbally declines the offer, but does not address it online.

Procedure

1. Click the **Home** menu and select **Recruiting** from the drop-down.



The *Job Requisitions* screen appears.

2. Click the **applicable job requisition** link in the **Job Title** column.

Job Requisitions

0 Candidates Forwarded

0 New Candidates

0 Current External Requisitions

0 Current Internal Requisitions

Average Days Open

Approve
Filter Job Requisitions

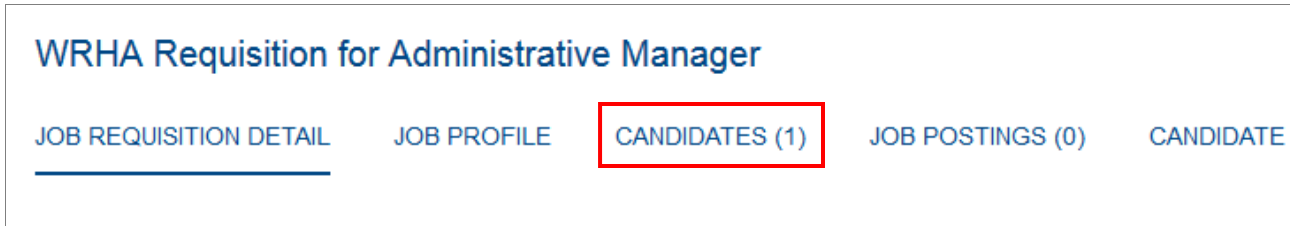
All job requisitions

Clear all filters

Job Title	Requisition ID ↑	Org Chief	HR Shared Services
Administrative Manager	2883		

The *Requisition* screen appears and displays the details for the job requisition

3. Click **Candidates**.

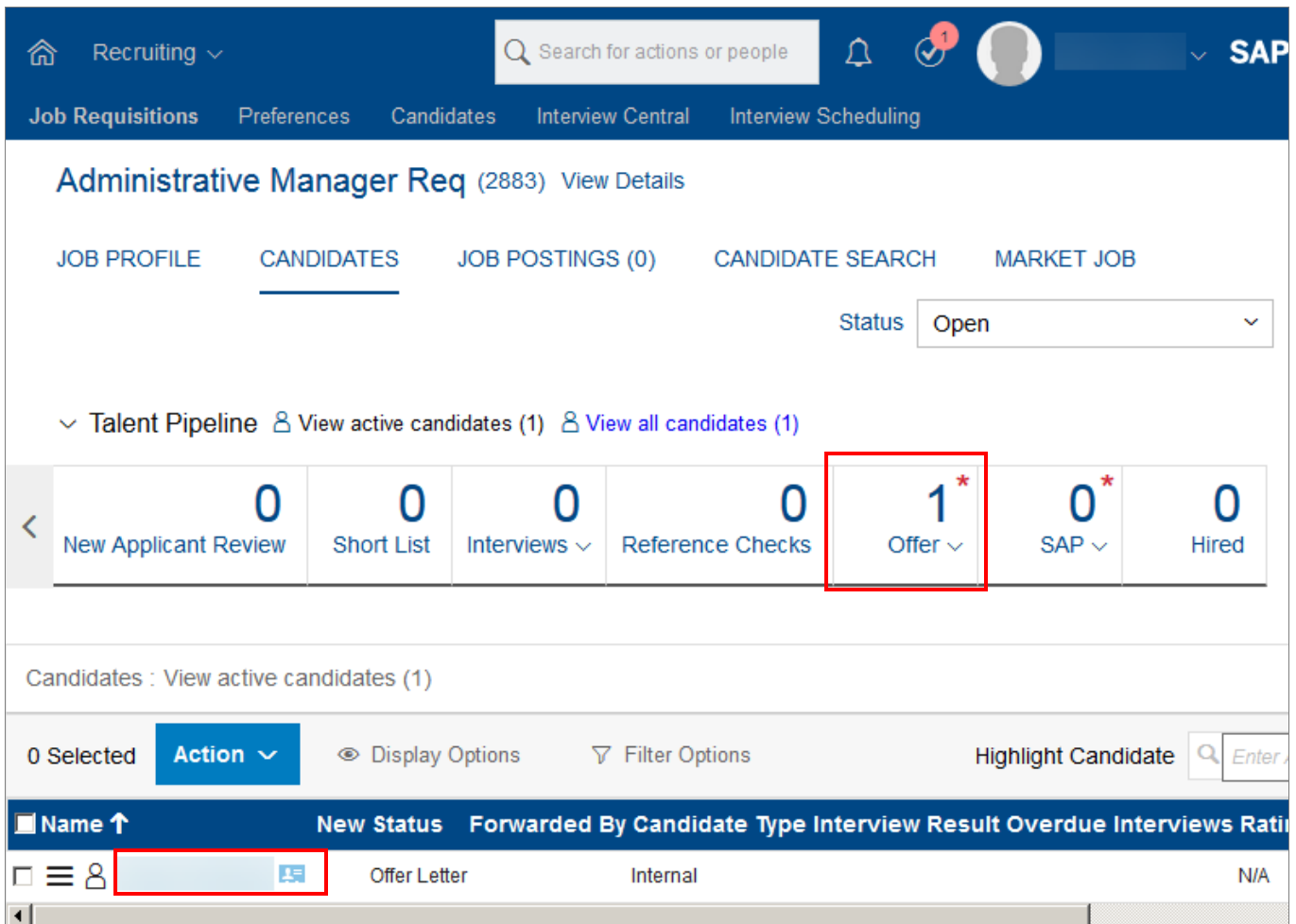


The *Talent Pipeline* screen appears.

4. Click the **Offer** segment of the **Talent Pipeline**.

Note: A list of job applicant names displays at the bottom left of the screen in the *Name* column.

5. Click the **name of an applicant** to review the application details.



The *Candidate Overview* displays beneath the *Talent Pipeline*.



Note: The *Candidate Overview* contains a number of headings that organize information about the candidate, and activities that have taken place with the application. For a full list of the details contained in the *Candidate Overview*, see how to [Screen New Applicants](#).

6. Scroll down the screen until you see the **Offer Letter** area on the right.

The Offer Letter area contains the following details:


Status Name	What
Offer of Employment	Link to open and display the offer letter.
Author	HR Shared Services user who processed the offer letter.
Send Mode	Method by which the letter was sent to the candidate (e.g. online).
Offer Extended On	Date the offer letter was sent to the candidate.
Offer Response	Candidate’s response to the offer letter (e.g. accept, decline). Displays “Pending” until the candidate responds.
Candidate Responded On	Date the candidate responded to the offer letter.
Cancel Offer	Button used to cancel the current offer if applicable (available to HR Shared Services users only). Only available when Offer Response status is “Pending.”

7. Click the **Offer of Employment of Offer** link to display the offer letter.

The screenshot shows the 'Candidate Overview' page for an internal candidate. At the top, there are navigation links for 'Talent Pipeline', 'View active candidates (1)', and 'View all candidates (1)'. Below this is a summary bar with various status counts: Forwarded (0), Invited To Apply (0), New Applicant Review (0), Short List (0), Interviews (0), Reference Checks (0), Offer (1*), and SAP (0*). The main content area is divided into several sections: 'Application' (Status: Offer, Offer Letter), 'Comments' (empty), 'Correspondence' (Date: 02/07/2018, User: System System, Action: Email), 'Offer Letter' (highlighted with a red box, containing a link 'Offer of Employment for the position of'), 'Screening Details' (empty), and 'Current Employment' (empty). A red arrow points to the 'Offer of Employment for the position of' link in the 'Offer Letter' section.



The offer letter opens in a new browser window.

Note: You can click  **Download Pdf** to open and/or print and/or save a copy of the offer letter.

