Filter Offer Approvals

Overview

Org Chiefs can display a list of the offer approvals that are associated with their job requisitions in SuccessFactors. This list can be filtered according to the current status of the offer approval, which can be helpful in identifying approvals that have not yet been completed, or to locate an offer that needs to be edited.

Users with proxy rights for an Org Chief must proxy as the Org Chief in order to display offer approvals associated with that Org Chief.

> **Note:** If you need to make edits to an offer that has already been completed and approved, see how to Edit Offer Detail for more information.

Procedure

From the *Job Requisitions* screen,

1. Click [⊞ Offer Approvals].

The *Candidate Offer Approvals* screen appears and lists all offer approvals associated with the Org Chief's job requisitions.

2. Click ⌄ in the **Status** field to filter results on the page.

- Once you select a filter, only those offer approvals will display in the list.

Refer to the table below for information about available filters.

Filter	Display
All Offer Approvals	All offer approvals associated with the Org Chief's job requisitions.
Draft Offer Approvals	Offer approvals that have been started and saved, but not completed.
Pending Offer Approvals	Offer approvals that have been sent to an offer approver, but have not yet been approved.
Completed Offer Approvals	Offer approvals that have been completed and approved. **Note**: After an offer approval is completed and approved, HR Shared Services moves the successful candidate into the *Offer Letter* sub-folder within the *Offer* segment of the *Talent Pipeline*, and creates an offer letter to send electronically to the successful candidate. For a full list of Talent Pipeline segments, and how they are used, refer to the Talent Pipeline Overview.
Cancelled Offer Approvals	Offer approvals that have been cancelled.
Declined Offer Approvals	Offer approvals that have been declined by the offer approver.