



Initiate Job Offer



The Initiate Job Offer tip sheet is for Recruiters and HR.

Recruiting Dashboards & Workspaces

Recruiters have access to a special menu on the left side of their Workday screen. This menu is designed to assist in facilitating the recruitment process. This hub offers the following three views:

Dashboard: Displays and provides access to inbox tasks, new internal candidates, new referred candidates, screen tasks, interview tasks, background checks, offers, and candidates.

Job Requisition Workspace: Displays and provides access to all job requisitions, requisitions by hiring manager, and by primary location. Within each view the status, location, and placement of the requisition in the process will be displayed.

Candidate Dashboard: Displays and provides access to candidates in review, screen, assessment, interview, reference check, offer, background check, and ready for hire.

Move Candidate

1. Beginning on the Candidate Dashboard, select a stage in the process (e.g., review, screen, assessment, interview, reference check, offer, background check, or ready for hire).
2. Within the stage, select the checkbox on the corresponding row for a candidate.
3. Select **Move Forward**. Workday will open a new window.
4. Select **Move Selected Candidate to Next Stage** and choose the appropriate stage.
5. Select **OK**. Workday will move the candidate.

Initiate Offer

When a candidate is moved into the Offer Stage, the recruiter will receive an inbox notification called **Initiate Offer for Candidate**. The steps below outline this process.

1. Within the Workday Inbox, locate and select the task, **Initiate Offer for Candidate**.
2. **Start Details:** Select the **pencil icon**.
 - a. Enter **Hire Date**.
 - b. Enter **Hire Reason**.
 - c. Optional: Enter **Proposed End Date** is only required if Employee Type is considered Fixed Term or the Worker Type is Contingent Worker.

3. **Job Details:** Update Business Title if necessary. If the Job Profile needs to be updated, Edit the Job Requisition
4. **Working Time:** Verify the details are correct and make changes as necessary.
5. Select **Next**.
6. **Compensation** details will flow from the target amount entered during the creation of the Job Requisition. Review and adjust as necessary.
7. Select **Next**.
8. **One-Time Payment.** If applicable, select **Add** to award any necessary One-Time Payments for the candidate (e.g., Relocation). Otherwise leave blank.
9. Select **Next**.
10. Review Summary. When ready, select **Submit**.

NOTE: See College Specific Considerations for more details on each college's approval process.

Generate Offer Letter

After all approvals are complete the Recruiter will receive a Workday Inbox task to generate an offer letter for the candidate.

1. Within the Workday Inbox, locate and select the task, **College Offer: Candidate Name**. The task will also state, **Generate Document for Offer**.
2. Select **Review**. Workday opens the offer letter in a new window where the Recruiter may review and edit prior to sending to the candidate.
3. Once the review and any necessary edits are complete, select **Submit**. Upon submission, Workday generates the offer letter and sends it to the candidate.

NOTE: External candidates receive the offer letter to review in their Candidate home and internal candidates see it in their Workday Inbox. Candidates receive an automatic message outlining how to access and accept the offer.

4. Once the candidate accepts the offer, a task is generated to the Recruiter to move the candidate to the next potential stages.

College Specific Considerations

CCC	Review step goes to HR Partner to require adding attachments (internal pay equity and pay calc sheet), then budget role for approval, then generate offer letter.
CNM	Review step goes to HR Partner to require adding attachments (internal pay equity and pay calc sheet), then comp partner for review (edit), then budget role for approval, then generate offer letter.

NNMC	Review to HR (skip if initiator), generate offer letter
SFCC	Review to HR with required attachment salary determination > budget approval > Dept or VP > President.