Creating and Extending an Offer

UNIVERSITY OF DELAWARE

Making an Offer in Talent Link

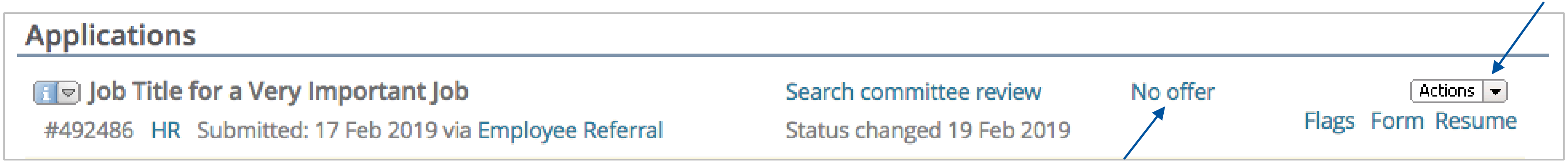
Purpose: to create and release an offer in Talent Link

Process: follow the presentation and use the handouts and workbooks to create an offer and release it to a candidate

Related Quick References:

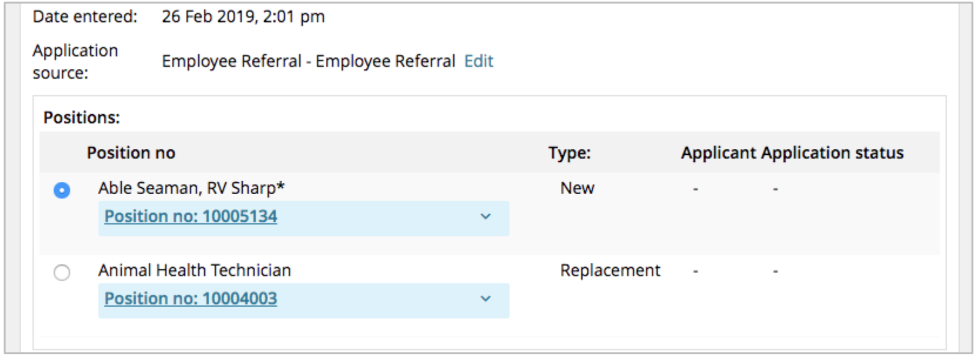
- **Approving an Offer**
- **Merging an Offer Letter**

The Offer Card



To access the offer card:

- **Click on the offer status next to the applicant status "No offer"**
- **Once an offer has been saved, this may read "Offer incomplete" or "Offer accepted"**
- **Or, click on the actions menu and select "Offer Details"**
- **The offer card will always open in a new window**



- **Confirm the applicant and position details**
- **If hiring multiple positions, select the position being offered to the candidate**

Have you completed a minimum of 1 reference on selected candidate?: ○ Yes ◉ No

Start date:*

End date if applicable:

- Click the calendar to access the date picker to select the correct date
- Start dates will appear in the offer letter

SALARY

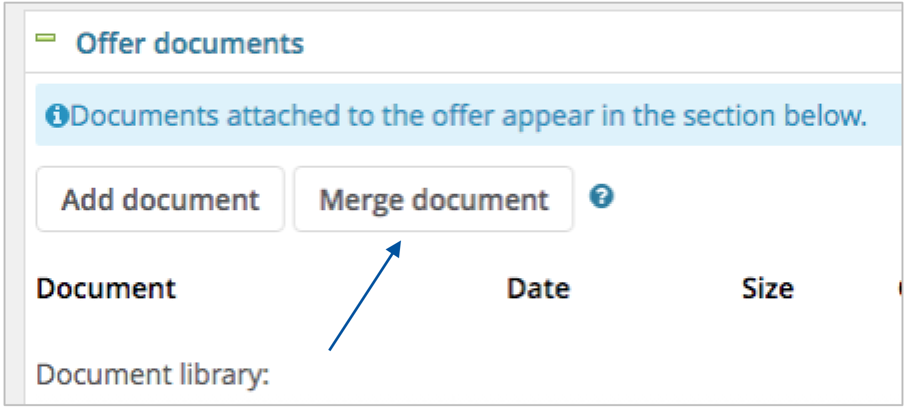
Annual salary:*

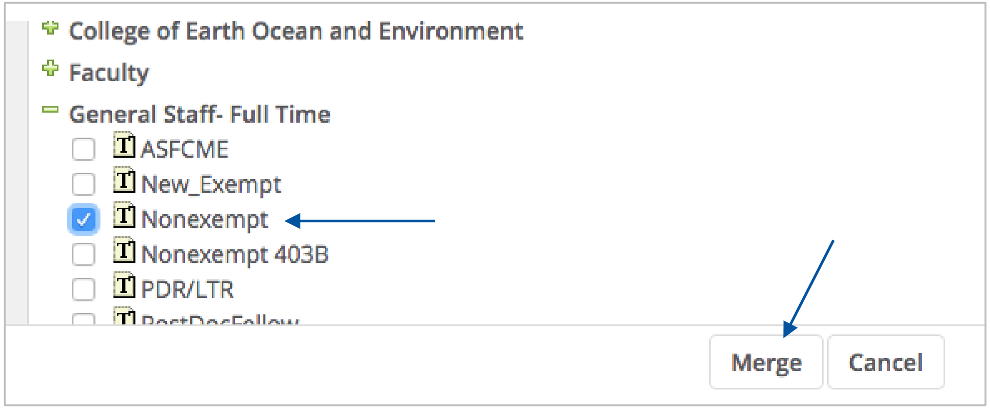
Hourly Pay rate (if not Annual Salary):

Relocation Amount:

Notes:

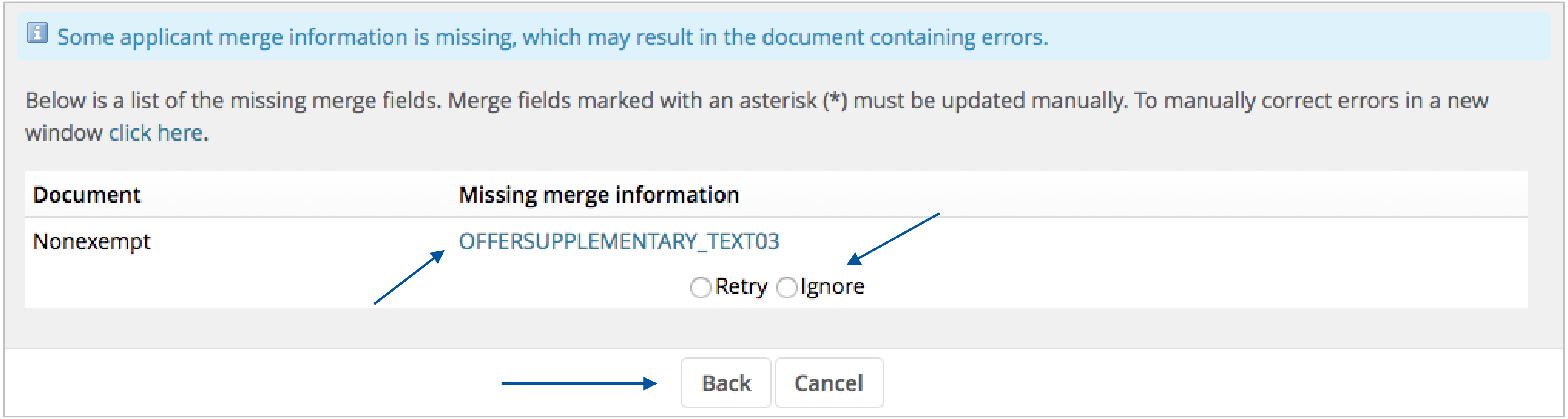
- Enter the annual salary
- The salary will be merged into the offer letter
- If the employee is paid hourly, enter the hourly rate in the second field
- Salary will be merged into offer letters for employees



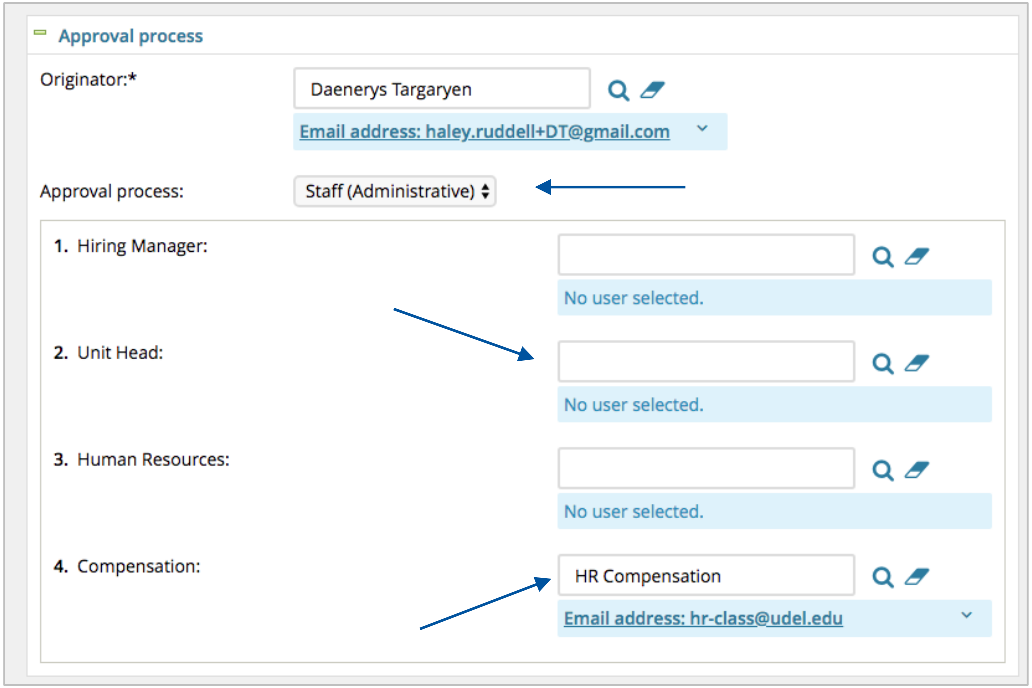


Merge an Offer Letter:

- When all fields are complete,
- Click “Merge document” to create the offer letter
- Confirm saving the offer card
- Select the appropriate offer letter
- Click merge to merge the offer letter into the offer card
- View the offer letter template by clicking view

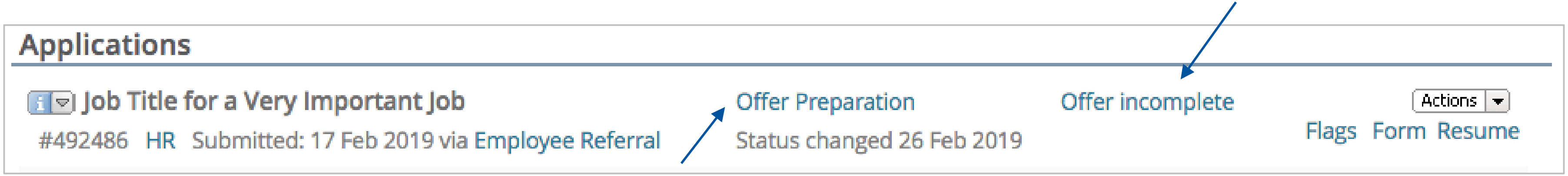


- If a field on the offer card that is in the offer letter is left blank an error will occur
- Click on the missing field title to open the offer card in a new window - a red asterisk will appear next to the missing field
- Click "Back" or "Cancel" to return to the offer card to fix the error manually
- To ignore the error, click ignore to merge the letter as-is
- Ignoring a missing information will result in no information being merged in the offer letter



- Select the appropriate approval process
- The originator field will default to the person filling out the offer card
- Approvals will be pre-filled with the appropriate approvers
- Fill out any blank fields in the approval process by selecting the appropriate user
- Click “Save and close” or “Submit” to begin the approval process

Extending an Offer



To extend an offer:

- **Once an offer has been approved**
- **From the Applicant card, click on the applicant status.**
- **Select "Online Offer Made" and then next**
- **Then click "Move now"**

- **The applicant will be able to access the offer letter and accept the offer from their applicant portal**
- **Once an offer is accepted, the Department Administrator is notified and background checks will commence**