CREATING AND EXTENDING AN OFFER

TALENT LINK
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 Officer Letter
THE OFFER CARD

To access the offer card:

- Click on the offer status next to the application status “No offer”
- Once an offer has been saved, this may read “offer incomplete” or “Offer accepted.”
- 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
The Offer Card
(continued)

- Select the Type of Hire
- Select the Essential Employee Type
- Select the remote capability for this position
- In whole numbers, provide the percentage of the remote capability for this position
- If none of it can be completed remotely, enter “0”
THE OFFER CARD

• Confirm that at least one of the references provided was completed
• Verify the interaction with minors
• Click the calendar to access the date picker to select the correct date
• Start dates will appear in the offer letter
• Pay Grade should autofill

- Select the Benefit Plan Participation
- Enter the Hours per week
- Enter the supervisor code, HR Liaison Code, and Employee Merit Group
- Reporting Manager should autofill
THE OFFER CARD (continued)

• 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
• Provide Justification for the salary for Class and Comp to Review
• Enter a relocation amount or signing bonus if applicable
• If Class and Comp has any notes regarding the offer or their approval, please refer to them here
• Select the Tenure Status and Rank
• Provide all the funding information necessary for this position (start-up funding, break down by year)
• Select if they are an early hire start
• The date the Early Hire will start if applicable
• Provide the Early Hire Amount if applicable
• Provide any pertinent comments for this hire
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
THE OFFER CARD

Some applicant merge information is missing, which may result in the document containing errors.

Below is a list of the missing merge fields. Merge fields marked with an asterisk (*) must be updated manually. To manually correct errors in a new window click here.

<table>
<thead>
<tr>
<th>Document</th>
<th>Missing merge information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonexempt</td>
<td>OFFERSUPPLEMENTARY_TEXT03</td>
</tr>
</tbody>
</table>

- 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
The Offer Card

- 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
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