

# Creating and Extending an Offer

# 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

## Applications

  Job Title for a Very Important Job  
#492486 HR Submitted: 17 Feb 2019 via Employee Referral

Search committee review  
Status changed 19 Feb 2019

No offer

 Actions  
Flags Form Resume

### 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

Date entered: 26 Feb 2019, 2:01 pm


Application source: Employee Referral - Employee Referral [Edit](#)


Positions:

Position no	Type:	Applicant	Application status
<input checked="" type="radio"/> Able Seaman, RV Sharp* <a href="#">Position no: 10005134</a> ▾	New	-	-
<input type="radio"/> Animal Health Technician <a href="#">Position no: 10004003</a> ▾	Replacement	-	-

- **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:*	<input type="text"/>
Hourly Pay rate (if not Annual Salary):	<input type="text"/>
Relocation Amount:	<input type="text"/>
Notes:	<input type="text"/>

- 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

Offer documents

Documents attached to the offer appear in the section below.

Add document Merge document ?

Document	Date	Size
Document library:		

## 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

College of Earth Ocean and Environment

Faculty

General Staff- Full Time

ASFCME

New\_Exempt


Nonexempt

Nonexempt 403B

PDR/LTR

PostDocFellow

Merge Cancel

 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](#).

Document	Missing merge information
Nonexempt	OFFERSUPPLEMENTARY_TEXT03 <input type="radio"/> Retry <input type="radio"/> Ignore

- 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

**Approval process**

Originator:\*     
**Email address:** haley.ruddell+DT@gmail.com ▾

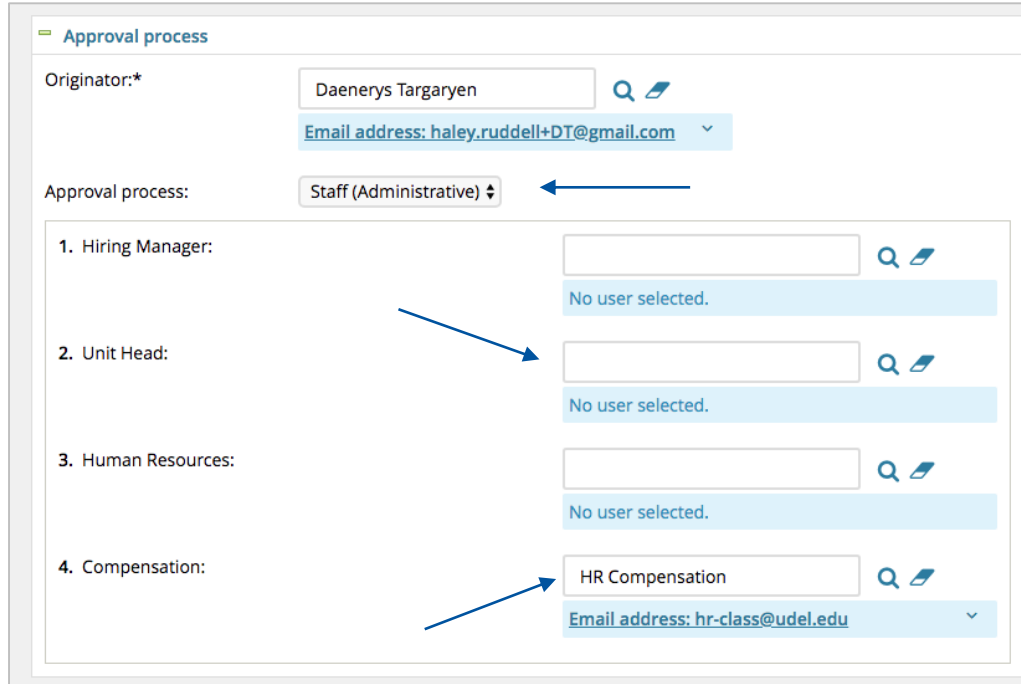
Approval process:  ←

1. Hiring Manager:     
No user selected.

2. Unit Head:     
No user selected.

3. Human Resources:     
No user selected.

4. Compensation:     
**Email address:** hr-class@udel.edu ▾

A screenshot of a web-based approval process form. The form is titled "Approval process" and contains several fields. The "Originator" field is filled with "Daenerys Targaryen" and has a search icon and an edit icon. Below it, the email address "haley.ruddell+DT@gmail.com" is displayed. The "Approval process" dropdown menu is set to "Staff (Administrative)". There are four numbered steps: "1. Hiring Manager:", "2. Unit Head:", "3. Human Resources:", and "4. Compensation:". Each step has a search field. The "Hiring Manager" and "Unit Head" fields are empty and show "No user selected." below them. The "Human Resources" field is also empty and shows "No user selected." below it. The "Compensation" field is filled with "HR Compensation" and shows the email address "hr-class@udel.edu" below it. Three blue arrows point to the "Approval process" dropdown, the "Unit Head" search field, and the "Compensation" search field.



- 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

**Applications**

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  **Job Title for a Very Important Job**      Offer Preparation      Offer incomplete      **Actions** ▼

#492486   HR   Submitted: 17 Feb 2019 via Employee Referral      Status changed 26 Feb 2019      [Flags](#)   [Form](#)   [Resume](#)

## 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