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

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

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
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>
<th>Retry</th>
<th>Ignore</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonexempt</td>
<td>OFFERSUPPLEMENTARY_TEXT03</td>
<td></td>
<td></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.
• 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