CRAFT – Action Offer of Employment

Offer of Employment Review:
1. Staff member receives an email notifying them of an offer of employment.
2. Click on the Offer of Employment Review link.
3. The Accept Contract window is displayed.
4. Click on the personalised link to display contract details.

Accept Contract
5. Once reviewed, if you agree with the terms check the box and click I Accept.
6. A window will appear asking for confirmation of acceptance. Click Yes.
7. The Saved screen is displayed.
8. Click OK.
9. Close the page or Sign out of PeopleSoft.

Request More Information
10. Once reviewed, if one of the contract conditions is not met enter a Comment regarding the details of your request.
11. Click on Request More Information.
12. A window will appear asking if you wish to submit the form back to the SchoolContact for More Information. Click Yes.
13. The Saved screen is displayed.
14. Click OK.
15. Close the page or Sign out of PeopleSoft.

Decline Contract
16. If you do not wish to accept the contract Click on the I Decline button.
17. A window will appear asking you to confirm that you wish to Decline the contract. Click Yes.
18. The Saved screen is displayed.
19. Click OK.
20. Close the page or Sign out of PeopleSoft.

Further Information

If you require further information please contact the HR Service Centre at 8313 1111, complete the online enquiry form or view CRAFT FAQs.