

# CRAFT – Action Offer of Employment

Subject: Action Required – Offer of Employment Review

Dear [Names, Name Prefix, Names, Last, Name]

We are pleased to offer you an offer of employment for **Position Title**, Position Number **Position Number**.

Please follow the link below to review your offer of employment and accept or decline the offer.

[Offer of Employment Review](#)

Upon review please choose the appropriate action.

Please note: you have thirty (30) days to respond to this offer. Please visit the [HR Website specific page](#) for information surrounding timeframes for payroll cut-off dates and the continuation of salary payments, and guidelines relating to the continuation of IT access.

If you have any enquiries relating to this matter, please contact the HR Service Centre on 8313-1111 or [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au).

Kind Regards,

Human Resources

Human Resources Branch – Partnering in Performance

The University of Adelaide, AUSTRALIA 5005

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e-mail: [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au)

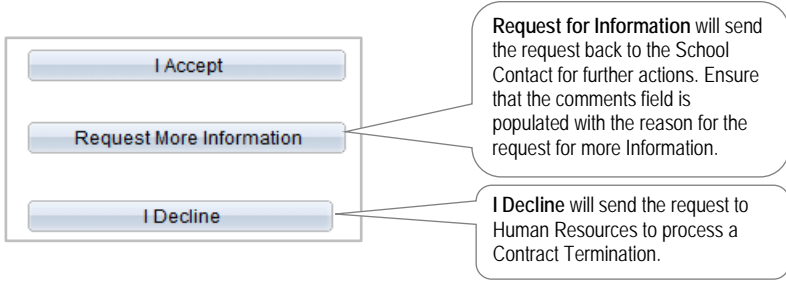
Visit the [Human Resources website](#) to find information, forms, policies and the latest HR news!

Note: Please do not reply to this email. This mailbox does not allow incoming messages.

CRICOS Provider Number 00123M

IMPORTANT: This message may contain confidential or legally privileged information. If you think it was sent to you by mistake, please delete all copies and advise the sender. For the purposes of the SPAM Act 2003, this email is authorised by The University of Adelaide.

Think green: read on the screen.



## 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](#).

HR Handbook	Information sheet CRAFT	Effective Date:	10 October 2014	Version 1.0
Authorised by	Associate Director, Client Services	Review Date:	10 October 2017	Page 1 of 1
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

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