## **Recruitment Centre**



## Recruitment Centre: Offers – Offers awaiting your approval

## What you need to do What you will see STEP 1: Click the Offers bubble You will receive an email notification if an offer requires your approval. OFFERS 1 - offers awaiting your approval Access the recruitment centre. To review the Offer details, click on the purple Offers bubble or the Offers awaiting your approval link. Manage offer approvals **STEP 2: Manage offer approvals** The following offers have been assigned to you for approval. Click view to review the offer details, and then either approve or decline the offer The Manage offer approvals page will display with any Offer created Applicant name 🔻 Originator name offers awaiting your approval. 5 Mar 2013 Andrew Crowther Harry Hire Click View to review the Offer details. Page 1 of 1 | 🏓 🐉 Offer details Mr Andrew Crowther (Andrew) **STEP 3: Review Offer details** - Personal details 158 Barridale Drive Perth, WA 6021, Australia The Offer details window will display. Address: 0402 358 648 0402 358 648 Phone: Review the offer details. Scroll to the bottom of the E-mail: Gender: Male Birth date: 6 Dec 1979 window and click Approve or Decline. Employee No: View profile If there is another user in the approval proves, an 🛥 Job details automatic email will go to them advising that they have Job title: 🛐 👳 Marketing Man an offer awaiting their approval. Employment type full-time Faculty/Office: UWA Business School If you are the last person in the approval process, an Centre/School/Directorate: UWA Business Schoo automatic email will go to the Hiring Manager who raised Sub-Department: the job, and the recruiter advising that the offer has been - Approval process approved and an offer can be made to the applicant. Hiring Manager:\* Harry Hire Approval process: 2 Up Approval proces If you Decline an offer you will be required to leave a al workflow initiated: 5 Mar 2013, 9:32an note explaining why you declined the offer. The Offer 1. 1 Up manager: 2. 2 Up manager: approval process will need to restart. Cancel Once you have approved an offer it will disappear from your Manage offer approvals page and you will no longer be able to click on the Offers bubble or see the Offers awaiting your approval link. Save and close Save Cancel Approve Decline TIP: Before declining an offer call or email the Recruiter or Hiring Manager who is making the offer and ask them to make any changes to the offer. This will avoid having to Restart the offer approval process. OFFERS 0 - offers awaiting your approval

arry Hire 🔲 You are he

Kane Noble