



Recruitment Centre: Offers – Offers awaiting your approval

What you need to do	What you will see
<p>STEP 1: Click the Offers bubble</p> <p>You will receive an email notification if an offer requires your approval.</p> <p>Access the recruitment centre.</p> <p>To review the Offer details, click on the purple Offers bubble or the Offers awaiting your approval link.</p>	
<p>STEP 2: Manage offer approvals</p> <p>The Manage offer approvals page will display with any offers awaiting your approval.</p> <p>Click View to review the Offer details.</p>	
<p>STEP 3: Review Offer details</p> <p>The Offer details window will display.</p> <p>Review the offer details. Scroll to the bottom of the window and click Approve or Decline.</p> <p>If there is another user in the approval process, an automatic email will go to them advising that they have an offer awaiting their approval.</p> <p>If you are the last person in the approval process, an automatic email will go to the Hiring Manager who raised the job, and the recruiter advising that the offer has been approved and an offer can be made to the applicant.</p> <p>If you Decline an offer you will be required to leave a note explaining why you declined the offer. The Offer approval process will need to restart.</p> <p>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.</p> <p>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.</p>	