Extend an Offer
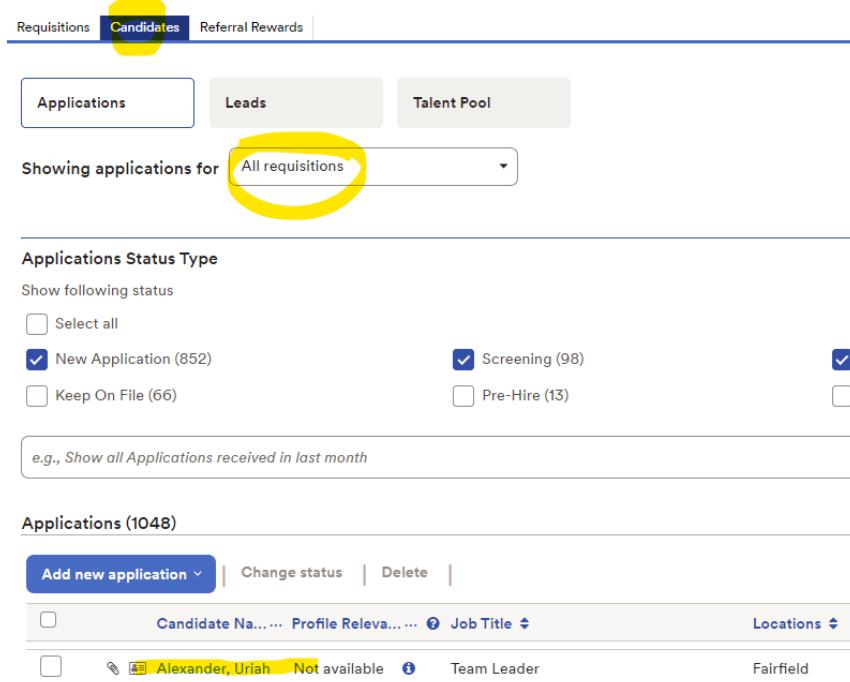
1. Go to **Process > Talent > Recruitment > Candidates**

2. Click on the candidate's name.

3. Click **Actions > Manage Offer Letter**

4. Click **Create Offer Letter**
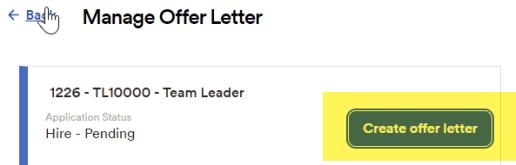
5. Select the appropriate offer letter template.
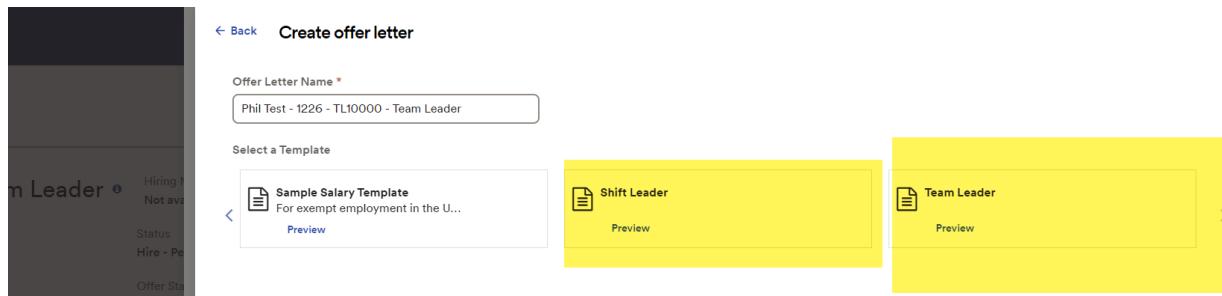
6. Fill out the yellow fields with correct information and click **Done**.
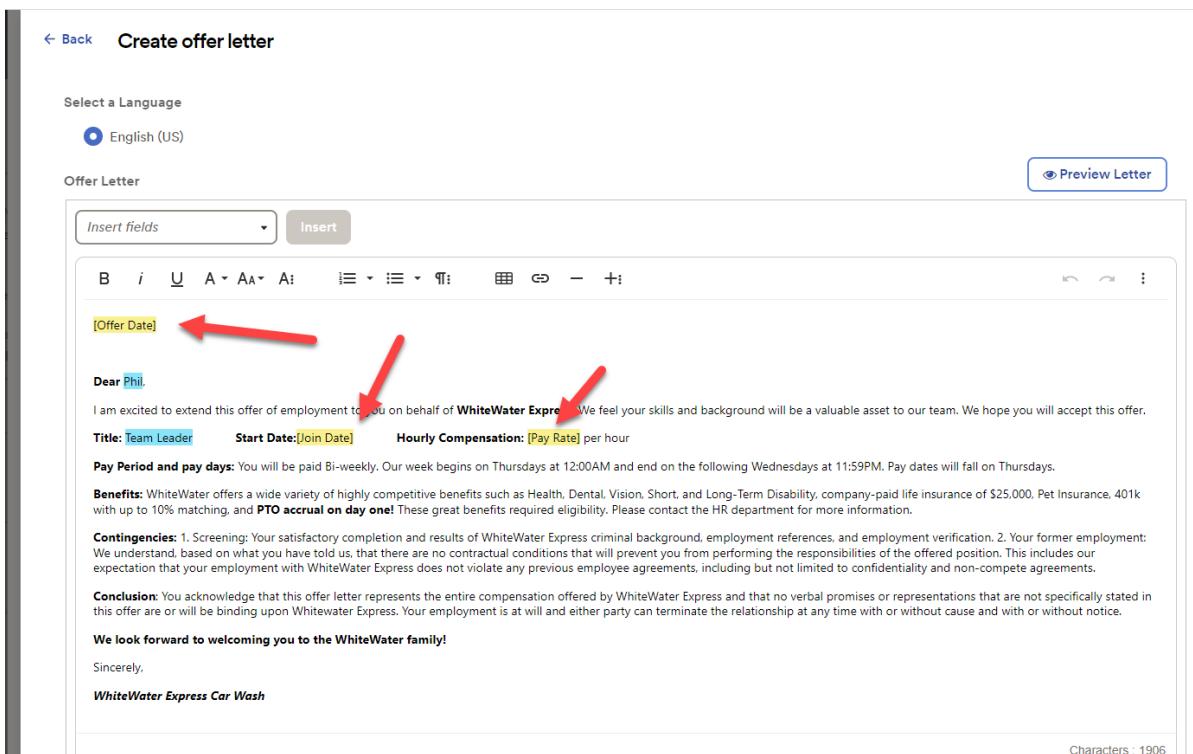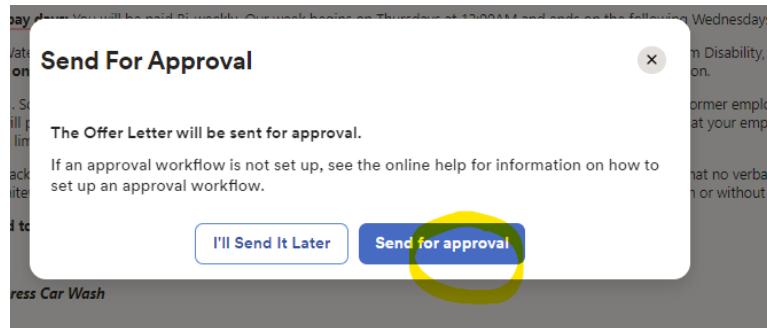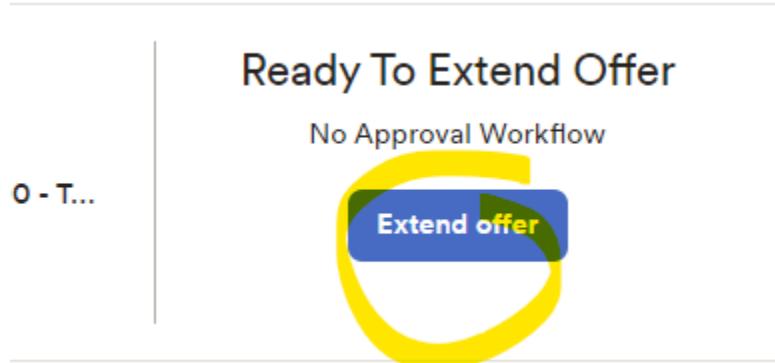
7. Select **Send for approval** (it will auto approve).

8. Click **Extend Offer**

9. Enter the **expiration date of offer**, select status to **Waiting for Reply**, choose the **Custom Template**, **turn on email notification**, type subject **Offer Letter** and click **Done**.

10. If the offer was successfully extended the message below will appear click **Back**.
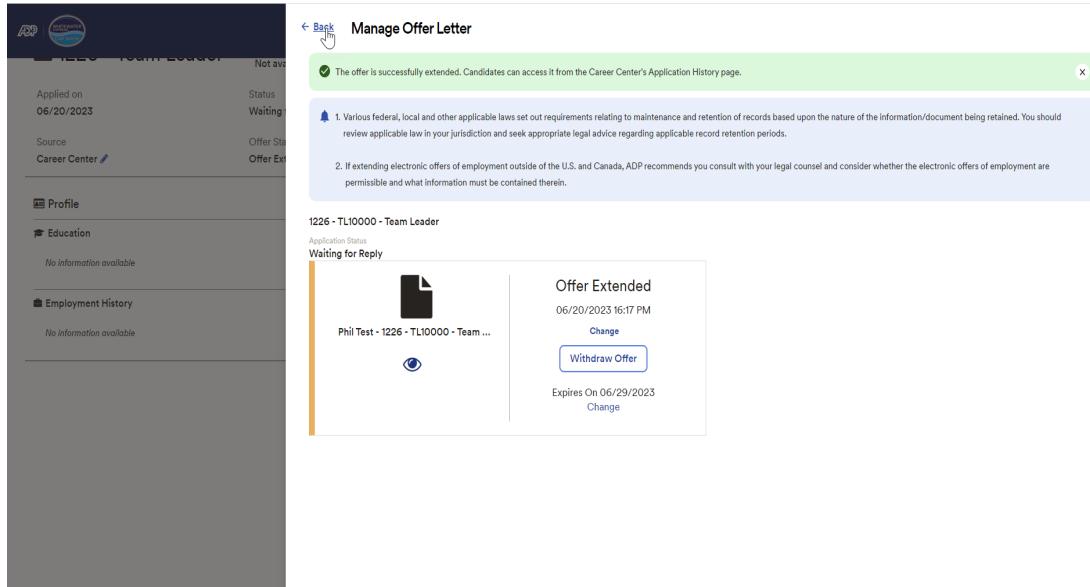
11. The applicant's status with automatically be updated to **Waiting for Reply**.

If you have any questions, please reach out to the Recruiting team at Recruiting@whitewatercw.com.