

# Extend an Offer

1. Go to **Process > Talent > Recruitment > Candidates**
2. Click on the candidate's name.

## Recruitment

Requisitions **Candidates** Referral Rewards

Applications Leads Talent Pool

Showing applications for All requisitions

**Applications Status Type**

Show following status

☐ Select all

☒ New Application (852) ☒ Screening (98) ☒

☐ Keep On File (66) ☐ Pre-Hire (13) ☐

e.g., Show all Applications received in last month

**Applications (1048)**

Add new application Change status Delete

<input type="checkbox"/>	Candidate Na...	Profile Releva...	Job Title	Locations
<input type="checkbox"/>	Alexander, Uriah	Not available	Team Leader	Fairfield

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

**Candidate Profile**

< Back to results

Candidate Profile

< Previous Next >

Test, Phil

(469) 951-4466 philp.benshabat@adp.com

6730 Gulf Freeway, Houston, Texas 77087, Harris County, United States

View as PDF

1226 - Team Leader

Hiring Manager: Not available Recruiter: Kendall Hayes

Status: Hire - Pending

Offer Status: Not available

Resume: Preview Download

Desired Salary: Not available

Attachments: No Attachments Add

Profile Relevance: Not available

1 Actions

2 Manage offer letter

[← Back](#) **Manage Offer Letter**

5. Select the appropriate offer letter template.

6. Fill out the yellow fields with correct information and click **Done**.

← Back

Create offer letter

Select a Language

English (US)

Offer Letter

Preview Letter

Insert fields

Insert

B i U A A A: | | | | | | | | | |

[Offer Date]

Dear Phil,

I am excited to extend this offer of employment to you on behalf of **WhiteWater Express**. We feel your skills and background will be a valuable asset to our team. We hope you will accept this offer.

**Title:** Team Leader    **Start Date:** [Join Date]    **Hourly Compensation:** [Pay Rate] per hour

**Pay Period and pay days:** You will be paid Bi-weekly. Our week begins on Thursdays at 12:00AM and end on the following Wednesdays at 11:59PM. Pay dates will fall on Thursdays.

**Benefits:** WhiteWater offers a wide variety of highly competitive benefits such as Health, Dental, Vision, Short- and Long-Term Disability, company-paid life insurance of \$25,000, Pet Insurance, 401k with up to 10% matching, and **PTO accrual on day one!** These great benefits required eligibility. Please contact the HR department for more information.

**Contingencies:** 1. Screening: Your satisfactory completion and results of WhiteWater Express criminal background, employment references, and employment verification. 2. Your former employment: We understand, based on what you have told us, that there are no contractual conditions that will prevent you from performing the responsibilities of the offered position. This includes our expectation that your employment with WhiteWater Express does not violate any previous employee agreements, including but not limited to confidentiality and non-compete agreements.

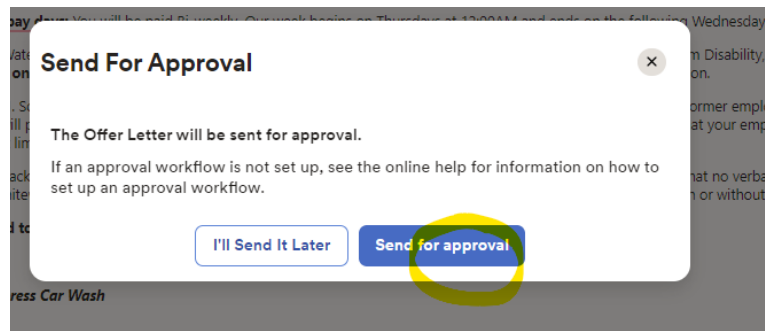
**Conclusion:** You acknowledge that this offer letter represents the entire compensation offered by WhiteWater Express and that no verbal promises or representations that are not specifically stated in this offer are or will be binding upon WhiteWater Express. Your employment is at will and either party can terminate the relationship at any time with or without cause and with or without notice.

**We look forward to welcoming you to the WhiteWater family!**

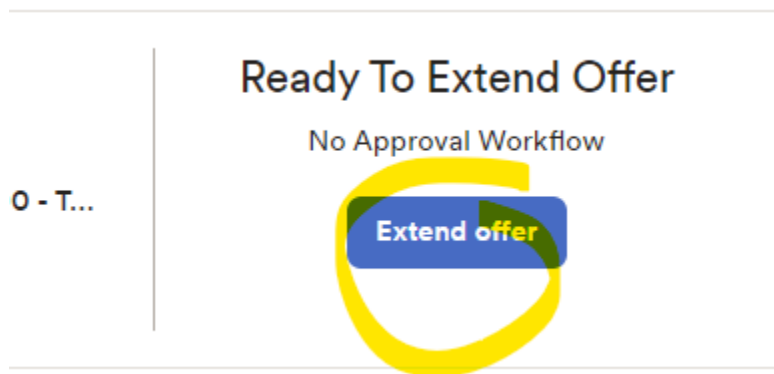
Sincerely,

WhiteWater Express Car Wash

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**.

Offer expires on

07/13/2023

Change Status to \*

Waiting for Reply

Notes

B i U A - A A - A: |≡ - ≡≡ - ¶: ↻ 📎 📅 +:

Type something

📌 Note cannot be viewed by candidates.

Notify Candidate

Choose Template

Custom Template

🌐 Candidate's preferred language is English (US)

📧 Email

Candidate

10. If the offer was successfully extended the message below will appear click **Back**.

11. The applicant's status will automatically be updated to **Waiting for Reply**.

**1208 - Store Manager**

Hiring Manager: Vallone, Louis  
Recruiter: Kendall Hayes

Applied on: 07/10/2023

Source: Career Center

Status: **Waiting for Reply**

Offer Status: Offer Accepted

If you have any questions, please reach out to the Recruiting team at [Recruiting@whitewatercw.com](mailto:Recruiting@whitewatercw.com).