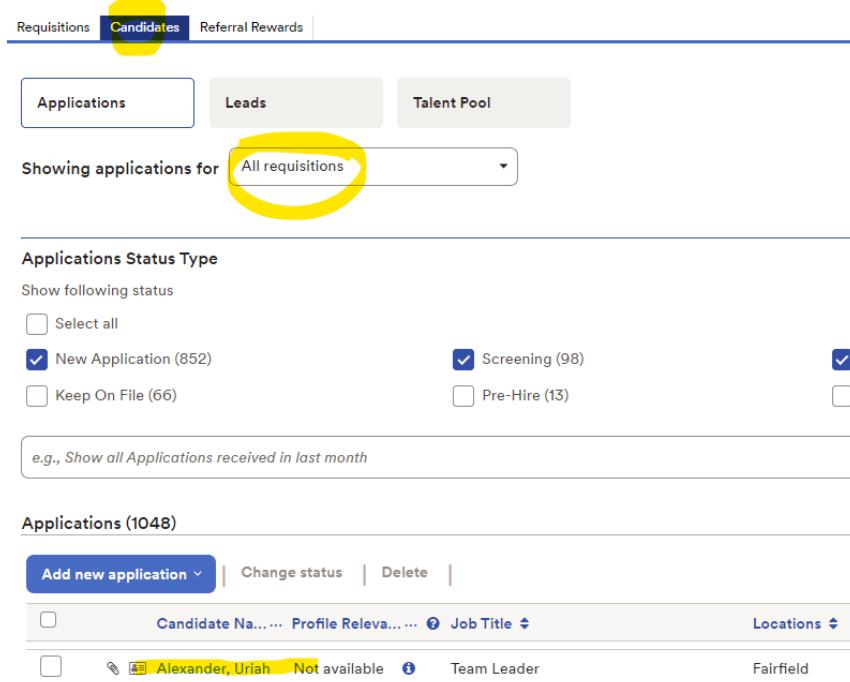


Extend an Offer

1. Go to **Process > Talent > Recruitment > Candidates**

2. Click on the candidate's name.

Recruitment



Requisitions Candidates Referral Rewards

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)

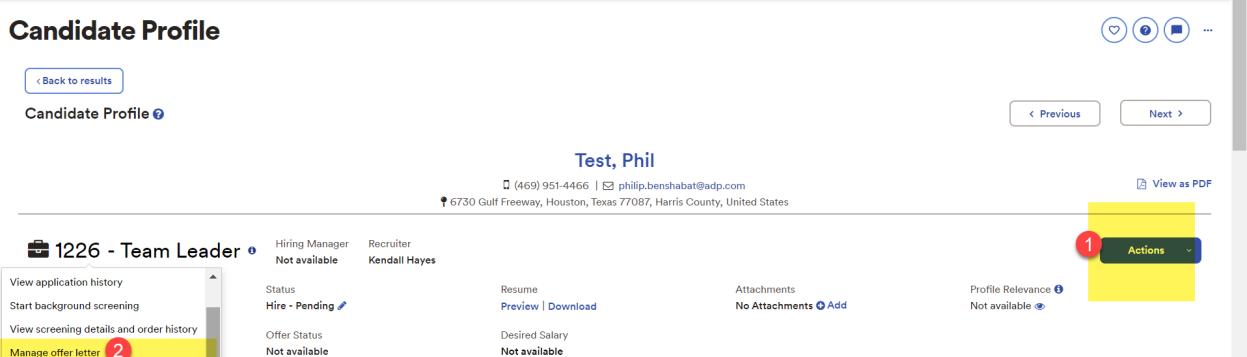
e.g., Show all Applications received in last month

Applications (1048)

Add new application | Change status | Delete |

	Candidate Name	Profile Relevance	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

Test, Phil

(469) 951-4466 | philip.benshabab@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

Attachments: No Attachments

Profile Relevance: Not available

Actions

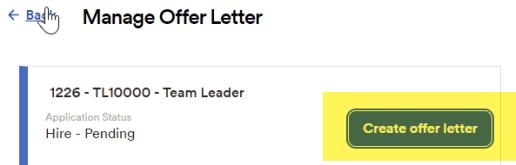
View application history

Start background screening

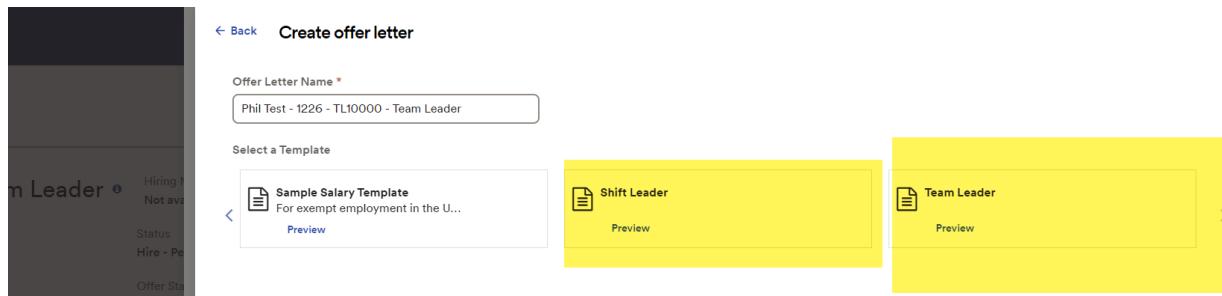
View screening details and order history

Manage offer letter

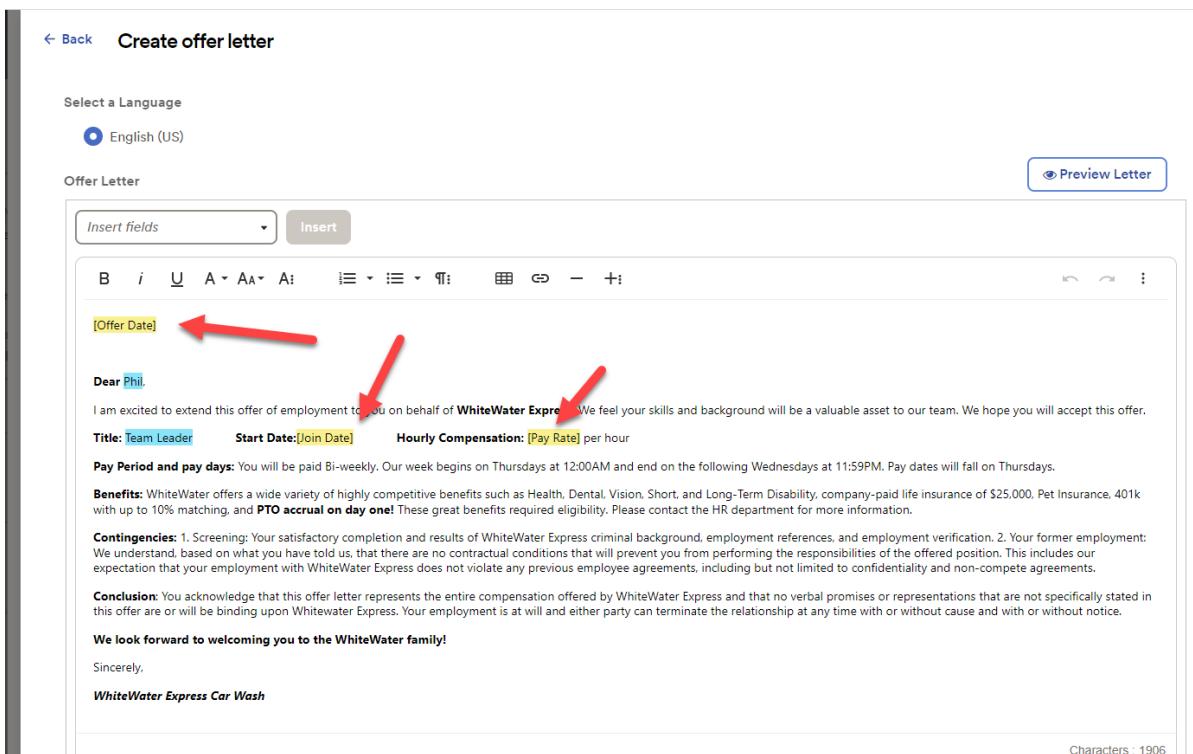
4. Click **Create Offer Letter**



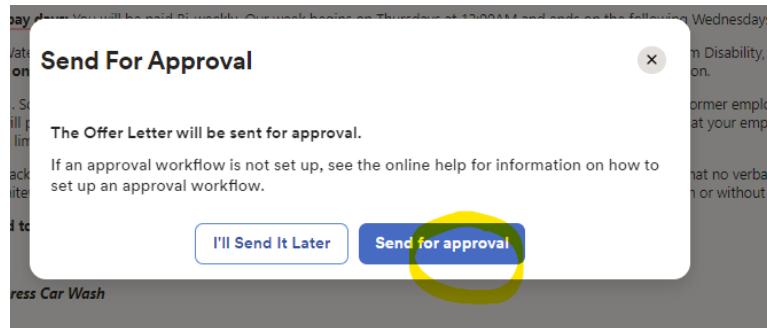
5. Select the appropriate offer letter template.



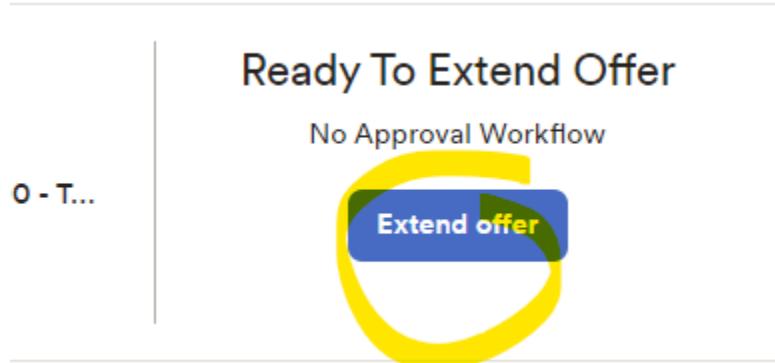
6. Fill out the yellow fields with correct information and click **Done**.



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**.

Offer expires on

Change Status to *

Notes

B *i* U A- AA- A:

Type something

>Note cannot be viewed by candidates.

Notify Candidate

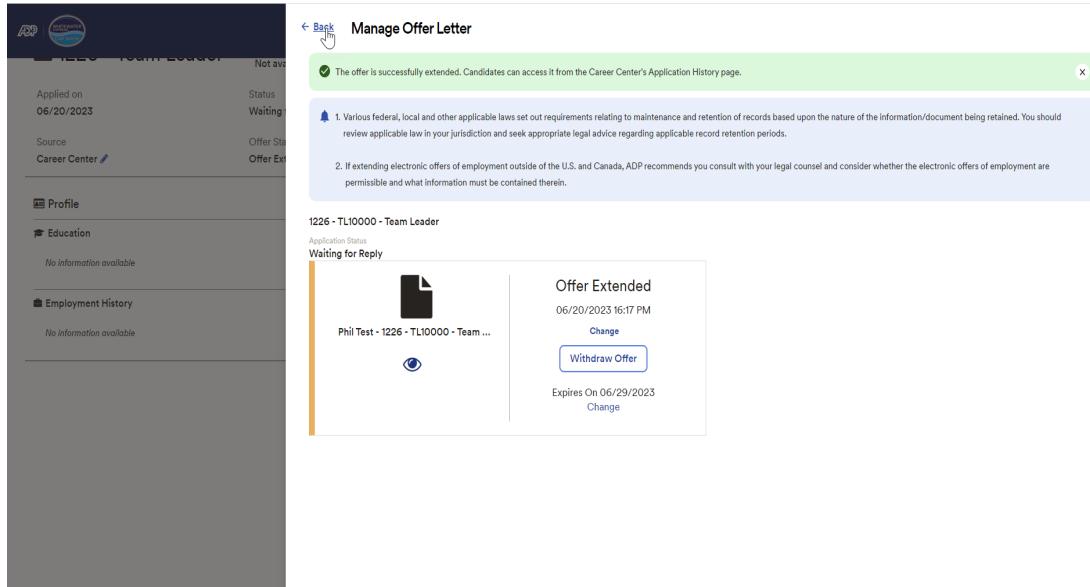
Choose Template

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**.

The screenshot shows a candidate profile for "1208 - Store Manager". The profile includes the hiring manager "Vallone, Louis" and recruiter "Kendall Hayes". The "Status" is listed as "Waiting for Reply", which is highlighted with a yellow oval. The "Offer Status" is "Offer Accepted". The profile also shows the applied date "07/10/2023" and source "Career Center".

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