Job Offer:

1. On the Documents tab, use the drop-down by +ADD DOCUMENT and choose 'Create an Offer'
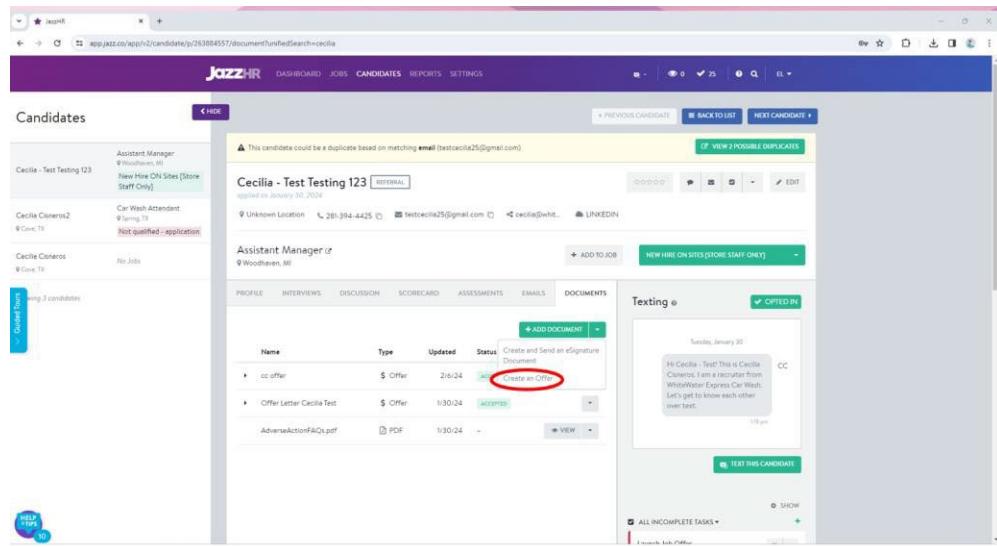
2. Title the Document by Candidate Name, ensure to choose correct offer letter, and update viewers to 'Everyone' so it's accessible to your entire hiring team.
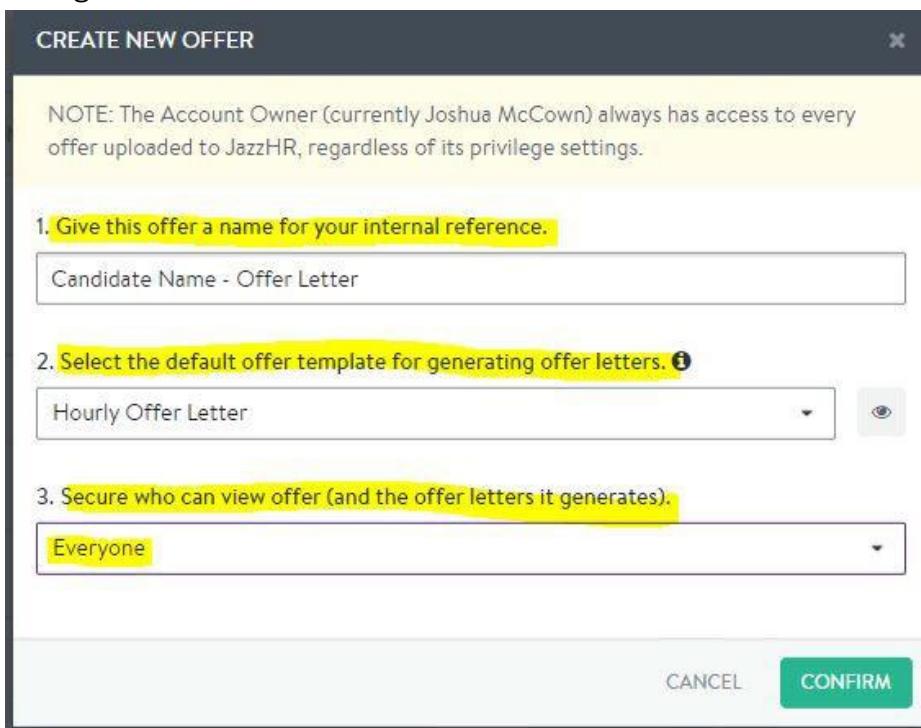
3.

4. Fill in open text boxes where there are asterisks, then click 'SEND OFFER'

5. Review the data entered and click the purple button 'REQUEST ESIGNATURE NOW'

6. Scroll down to Part 6 and choose the 'Offer Letter Email' from the Template drop-down, then click purple button 'ASSIGN FIELDS AND SEND
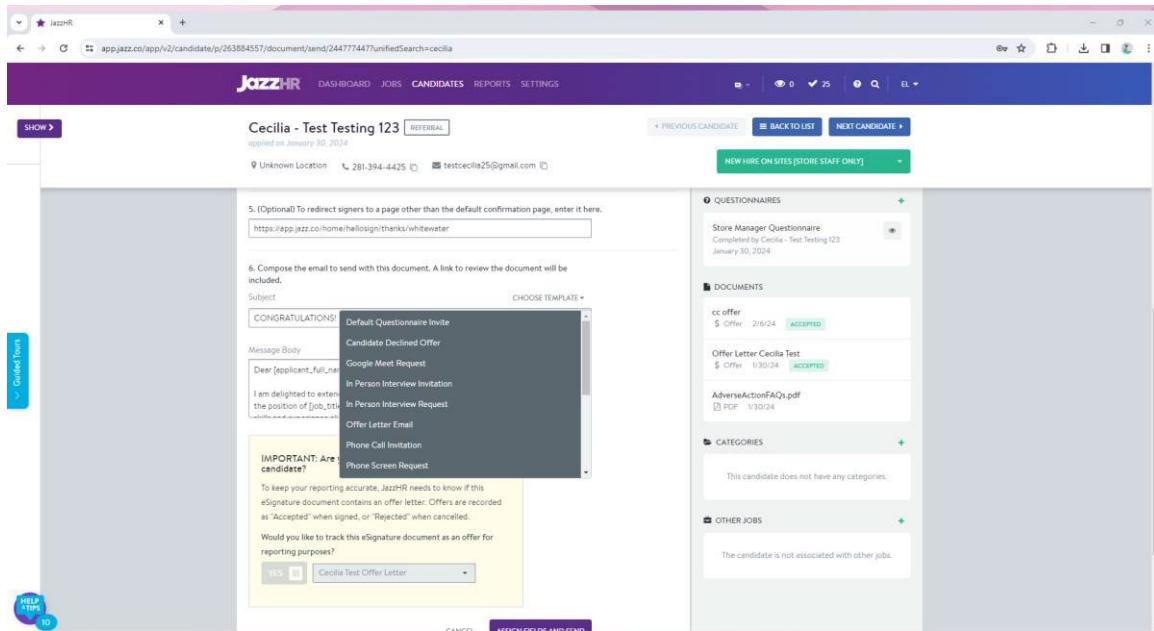
7. Scroll down on the offer letter to the very bottom and drag and drop the signature icon from the left hand menu onto the Candidate Signature line, then click the blue box 'Send for signature'