

Submitting an offer letter request

These are KEY TERMS to keep in mind:

Primary Recruiter: the person who will be most involved in the hiring process.

Similar to the "hiring manager" role in The Core.

Hiring Manager: the person who will be the direct supervisor of the new hire.

Sometimes the Primary Recruiter and Hiring Manager may be the same person.

Stephanie Tschohl | 6 steps | 22 seconds

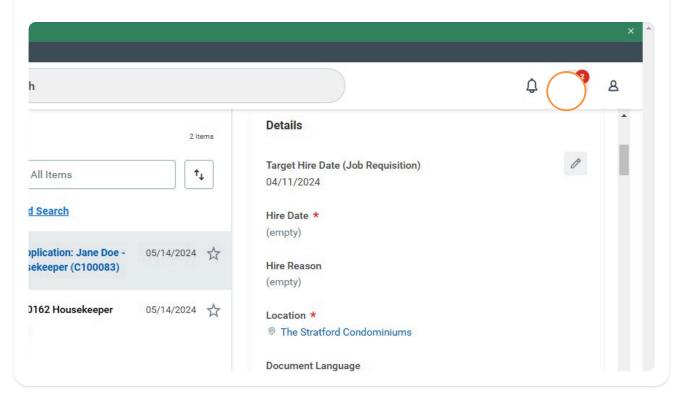


1 Sign into Workday

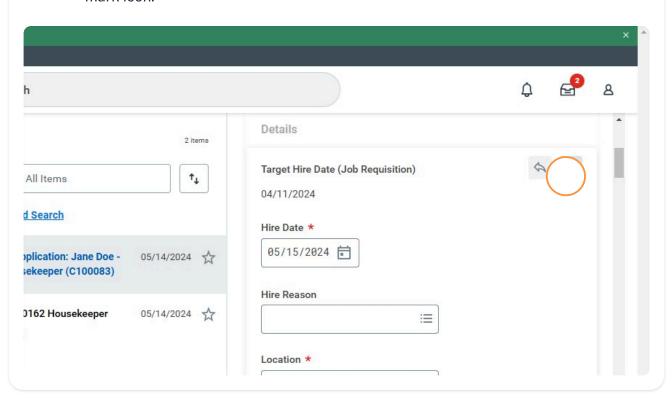
When a candidate is moved to Offer Status, the Primary Recruiter will receive an 2 inbox task. The Primary Recruiter can find their tasks under "Awaiting Your Action" on the homepage. Click the task. <u></u> (4) 000 Let's Focus on You \$ **Awaiting Your Action** 503 Offer Application: Jane Doe - JR100162 Housekeeper (C100083) My Tasks - 20 second(s) ago Post Job: JR100162 Housekeeper My Tasks - 2 hour(s) ago

DUE 05/16/2024

3 The Primary Recruiter can also find their tasks by clicking the inbox in the top right.



4 Click the pencil icon under Details, enter the Hire Date, then click the check mark icon.



requisition. Click the pencil icon in the Salary or Hourly section depending on the position. Enter the amount. Search Total Base Pay Range 12.00 - 18.50 - 25.00 USD Hourly ms 2 items \uparrow_{\downarrow} Search: All Items Amount * 0.0 dvanced Search **Amount Change** r Job Application: Jane Doe -05/14/2024 62 Housekeeper (C100083) 0.00 Percent Change 05/14/2024 b: JR100162 Housekeeper 16/2024 0 Currency *

6 After pay is entered and all other details are verified, click submit. The offer draft will go to the Talent team to verify and then it will go to the candidate. Total Base Pay Range 12.00 - 18.50 - 25.00 USD Hourly 2 items All Items \uparrow_{\downarrow} Amount * 17.00 d Search **Amount Change** plication: Jane Doe -05/14/2024 sekeeper (C100083) 0.00 Percent Change 05/14/2024 0162 Housekeeper Currency * Save for Later