



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

- 2 When a candidate is moved to Offer Status, the Primary Recruiter will receive an inbox task. The Primary Recruiter can find their tasks under "Awaiting Your Action" on the homepage. Click the task.

The screenshot shows the Workday homepage with a sidebar on the left containing icons for Home, Search, Dashboard, Favorites, and Settings. The main content area has a header "Let's Focus on You" and a section titled "Awaiting Your Action" with a three-dot menu icon. Below this section, there are two task cards. The first card is titled "Offer Application: Jane Doe - JR100162 Housekeeper (C100083)" and includes a red circle around the word "Offer". The second card is titled "Post Job: JR100162 Housekeeper".

Let's Focus on You

Awaiting Your Action ...

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.

The screenshot shows a web application interface. At the top, there is a green header bar with a close button (X) on the right. Below the header is a navigation bar with a search bar on the left and three icons on the right: a bell, a circular icon with a red '2' badge, and a user profile icon. The main content area is divided into two sections. The left section, titled '2 Items', contains a list of items. The first item is 'Application: Jane Doe - Housekeeper (C100083)' with a date of '05/14/2024' and a star icon. The second item is '0162 Housekeeper' with a date of '05/14/2024' and a star icon. The right section, titled 'Details', contains several fields: 'Target Hire Date (Job Requisition)' with the value '04/11/2024' and a pencil icon; 'Hire Date' with a red asterisk and the value '(empty)'; 'Hire Reason' with the value '(empty)'; 'Location' with a red asterisk and the value 'The Stratford Condominiums'; and 'Document Language'. A circular orange highlight is drawn around the circular icon with the red '2' badge in the top right corner of the navigation bar.

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

The screenshot shows the same web application interface as the previous one, but with the 'Details' section expanded. The 'Hire Date' field now has a date picker open, showing the date '05/15/2024'. A circular orange highlight is drawn around the pencil icon next to the 'Target Hire Date (Job Requisition)' field. The 'Hire Reason' field is now empty, and the 'Location' field is also empty. The 'Document Language' field is still present.

requisition.

Click the pencil icon in the Salary or Hourly section depending on the position.
Enter the amount.

The screenshot shows a web interface for managing job requisitions. On the left, there is a search bar with the text "Search" and a dropdown menu showing "All Items". Below the search bar, there is a link for "Advanced Search". A list of job applications is displayed, including "Job Application: Jane Doe - 62 Housekeeper (C100083)" and "Job: JR100162 Housekeeper". On the right, the "Total Base Pay Range" section is visible, showing a range of "12.00 - 18.50 - 25.00 USD Hourly". Below this, there are three input fields: "Amount" (with a red asterisk), "Amount Change", and "Percent Change". The "Amount" field is highlighted with an orange circle and contains the value "0.0". The "Amount Change" field contains "0.00" and the "Percent Change" field contains "0". At the bottom, there is a "Currency" field with a red asterisk.

- 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.

This screenshot shows the same job requisition form as the previous one, but with the "Amount" field updated to "17.00". The "Amount Change" field remains "0.00" and the "Percent Change" field remains "0". The "Currency" field is still empty. At the bottom of the form, there are three buttons: a menu button (three dots), a "Save for Later" button, and a "Submit" button. The "Submit" button is highlighted with an orange circle.

