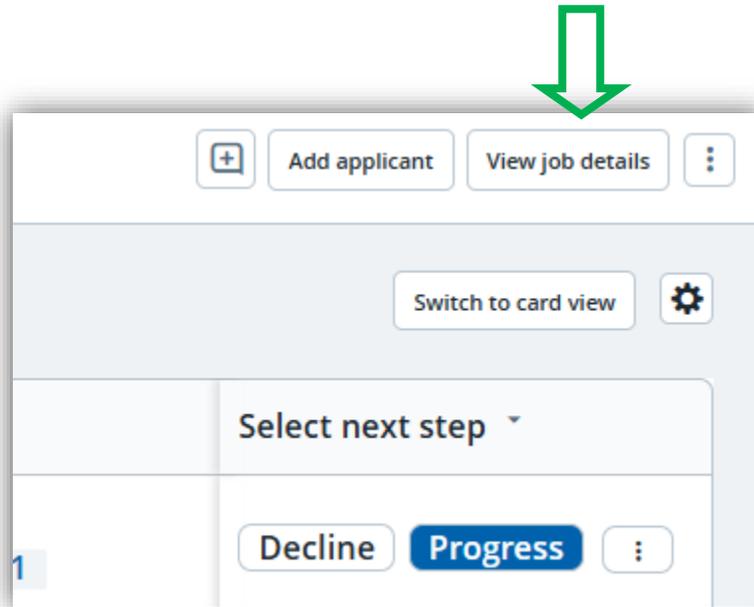
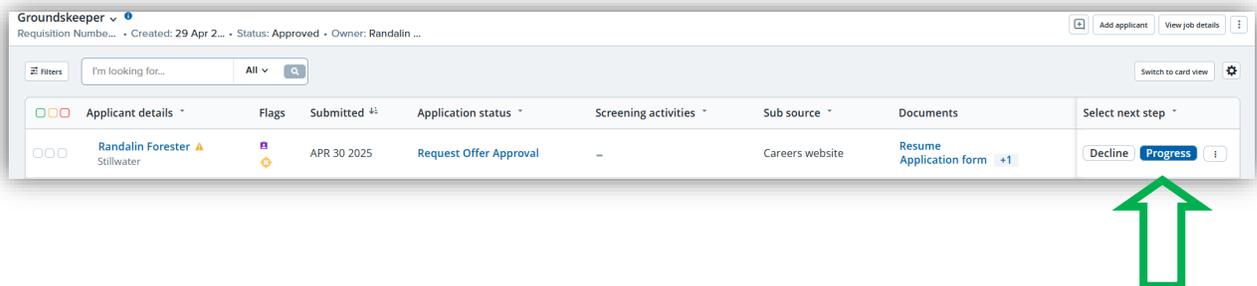


# HOW TO EXTEND AN OFFER LETTER

Select *View job details* and review compensation range to ensure job offer is within the range posted



From the candidate dashboard for your position find the candidate you are requesting to send an offer letter and select *progress* for the candidate to request an offer approval



Select *move now*



## Randalin Forester (Request Offer Approval)

**Confirm status change**

You are about to move **Randalin Forester** to a different status:

**From status:** Request Offer Approval  
**To status:** Interview

Communication template: -- No template --

Email Applicant:  Yes  No

Send an SMS to the applicant:  Yes  No

Additional users from Job:  Yes  No

**Set flags**

The following flags will be set upon changing status:

**Application flags:**

Name	Flag	Set
Interview Scheduled		<input checked="" type="checkbox"/>

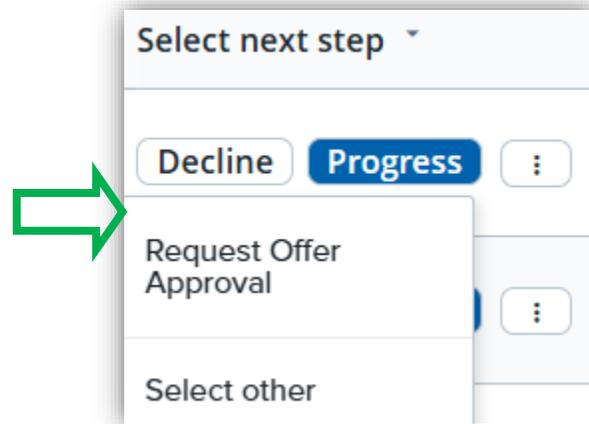
**Note**

The following will be added to the applicant notes for administrators to view:



**Move now** Cancel

Select *Request offer approval*



Select individuals in your department you want to send the email notification to in the *Additional users from job* and *Additional users from offer*. You may add another person to receive the email in the *other additional users* field



## Randalin Forester (Reference Check)

Confirm status change

Email: Applicant:  Yes  No

Send an SMS to the applicant:  Yes  No

Additional users from Job:  Yes  No

Additional users from Job

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Key Administrative Officer | <input checked="" type="checkbox"/> Originator   |
| <input type="checkbox"/> Job Card Originator                   | <input type="checkbox"/> Dean                    |
| <input type="checkbox"/> Search Committee Chair                | <input type="checkbox"/> Search Committee Member |

Additional users from Offer

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Assistant Recruiter       | <input type="checkbox"/> Originator |
| <input checked="" type="checkbox"/> Hiring Manager |                                     |

Other additional users

Email from:\*

Email subject:\*

Email body:\*

[Merge fields](#)

**B** *I* U           

Candidate {FIRSTNAME}{LASTNAME}, a finalist for the position: {JOBTITLE}{JOBNO} in {JOBSUBDEPARTMENT} has moved into the "Request Offer Approval" status.

[Move now](#) [Cancel](#)

Select *move now* at the bottom of the page **now you may complete the offer card and create an offer letter**

**Offer details**

**Mrs Randalin Ciera Forester (Randalin)**

**Personal details**

Address: 201 General Academic Building  
Stillwater, Oklahoma  
74075, United States

sPhone2: 9189344226

E-mail: randalin.forester+@okstate.edu

PageUp Applicant ID: 24981523      Employment status:

Banner ID: A20132887

[View profile](#)

**Current or previous employee details**

**!** If the applicant you are extending an offer to is a current or previous employee, then use the lookup below to select their employee applicant is not a current or previous employee, or if the applicant is not found in the search, please leave the field blank.

Employee number: A20132887

[Save and close](#) [Save](#) [Cancel](#)

**Current or previous employee details** enter the name of the candidate you are creating the offer letter for

**Approval Status** you can see here the approval us *pending*

**Offer details**

Approval status: **Pending**

Recruiter: Christy Bunney

Date entered: May 12, 2025, 3:44 pm

Application source: Internet - Careers website [Edit](#)

**Positions:**

Position no:	Type:	Applicant	Application status
<input checked="" type="radio"/> GK8888	Replacement	-	-

[Details](#)

# Randalin Forester (Reference Check)

Offer details

## Mrs Randalin Ciera Forester (Randalin)

### Personal details

Address: 201 General Academic Building  
Stillwater, Oklahoma  
74075, United States

sPhone2: 9189344226

E-mail: [randalin.forester+@okstate.edu](mailto:randalin.forester+@okstate.edu)

PageUp Applicant ID: 24981523

Employment status:  Current employee

Banner ID: A20132887

[View profile](#)

### Current or previous employee details

**i** If the applicant you are extending an offer to is a current or previous employee, then use the lookup below to select their employee profile. If the applicant is not a current or previous employee, or if the applicant is not found in the search, please leave the field blank.

Employee number: A20132887

Employee:   

No user selected.

### Job details

Display Job Title:  Groundskeeper

Employment type:

Posting Campus: OSU-Stillwater

College/Division: ADMINISTRATION AND FINANCE (STW)

Site no.: -

Site title:

## Randalin Forester (Reference Check)

Offer details 🔒

Offer details

Approval status: Pending  
 Recruiter: Christy Bunney  
 Date entered: May 7, 2025, 11:07 am  
 Application source: Internet - Careers website [Edit](#)

Position no:	Type:	Applicant	Application status
GK8888 <a href="#">Details</a>	Replacement	-	-

POSTION DETAILS

Position title:\*

Start date:\*

End date if applicable:

SALARY

If this position is salaried (exempt) only use annual pay rate (Example: 50,000)

Annual salary:

If this position is hourly (non-exempt) only use hourly pay rate (Example: 20.00)

Hourly Pay rate (if not Annual Salary):

This field will populate in the signature line of the offer letter

Hiring Manager:\*

No user selected.

Notes:

**Start Date** enter anticipated start date

**End date if applicable** most positions will not include this field

Enter the appropriate compensation amount based on the position posting, for salaried positions complete the **annual salary** field, for hourly positions, complete the **hourly pay rate**.

POSTION DETAILS

Position title:\*

**NOTE Position Title** if the position is on a CDP, please be sure to specify the level at which the candidate will be starting. (i.e. change the title from Groundskeeper I-IV to Groundskeeper III if the candidate is starting at the III level)

Complete the rest of the fields.

## PRE-EMPLOYMENT CHECKS

References  
Contacted?:  Yes  No

Does  
candidate  
meet  
minimum  
qualifications?:  Yes  No

Please do not interview or extend an offer if the candidate does not meet minimum qualifications. Contact Talent Recruitment or your Human Resources Consultant with questions

Accept Offer  
by Date:  

## NEW HIRE FORM

New Hire  
Form:\*  

## OFFER PROGRESS

The following fields will be automatically updated by the system and are for tracking/reference purposes only.

Offer  
accepted:  Yes  No

Date offer  
accepted:  

Offer declined:  Yes  No

Date offer  
declined:  

## FACULTY OFFER LETTER MERGE FIELDS

For Faculty positions only.

The following fields should be populated prior to merging your Offer Letter below.

Please do not use dollar signs on funding amounts to ensure correct merge formatting (Example: 2,500).

Position Rank  
(e.g. Associate  
Professor):  

Number of  
Expected  
Courses:  

## FACULTY OFFER LETTER MERGE FIELDS

For Faculty positions only.

The following fields should be populated prior to merging your Offer Letter below.

Please do not use dollar signs on funding amounts to ensure correct merge formatting (Example: 2,500).

Position Rank  
(e.g. Associate  
Professor):

Number of  
Expected  
Courses (per  
semester):

Start-Up  
Funding  
Amount:

Moving  
Expense  
Amount:

### INSTRUCTIONS FOR ATTACHING OFFER DOCUMENTS BELOW

Below in the Offer Documents section, use the "Merge document" button to select the appropriate Offer Letter and attach it to this offer card. To review and make edits:

- 1) Open the merged Offer Letter file to review and make edits to any **red text** in the Offer Letter.
- 2) Change all text to black before saving a local copy of the updated file on your computer.
- 3) Once the updated file is saved on your computer, use the "Add document" button to re-upload the new Offer Letter below.
- 4) **After re-uploading your edited version of the Offer Letter, ensure you delete the original/old versions of these documents below.** All documents attached below will be sent to the applicant with their offer.

**Offer documents**

Documents attached to the offer appear in the section below.

Add document - Merge document

Document	Date	Viewed by applicant	Size	Category
Document library:				
Name	Date	Size		
Offer Letters Template for Add Document (7)				

**Application documents**

Documents uploaded by the applicant are displayed in blue.  
 Documents belonging to a different application are marked with an asterisk (\*).

Title	Size	Category	
TEST....docx	25Kb	Resume	<a href="#">View</a>
TEST....docx	25Kb	Cover letter	<a href="#">View</a>

Page 1 of 1 Records 1 to 2 of 2

Select the appropriate number of approvers for your department/division

Originator:\*  

[Email address: christy.bunney@okstate.edu](mailto:christy.bunney@okstate.edu) ▾

Approval process:  ▾

- None
- Langston
- OSU-STW 2 Approvers
- OSU-STW 3 Approvers
- OSU-STW 4 Approvers
- OSU-STW 5 Approvers

Enter the appropriate approvers into the approval workflow

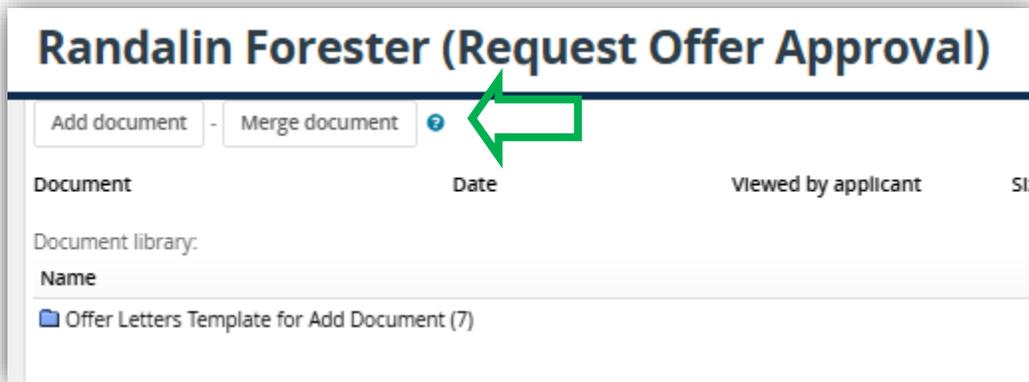
**NOTE** *Jobs Account HR User* will always be the final approver

Approval process:  ▾

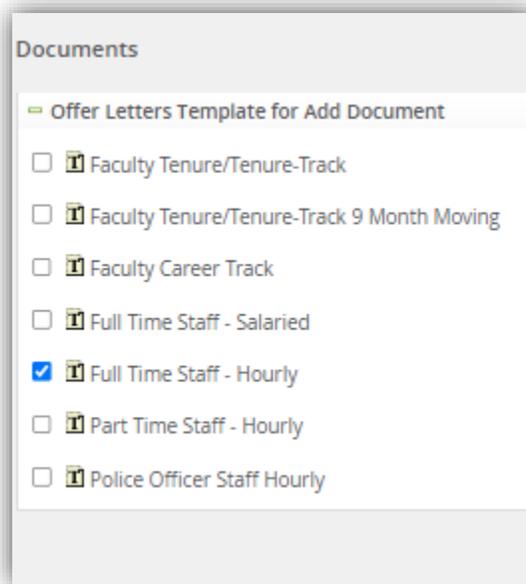
1. College/Division Approver:    
[Email address: jennifer.moody@okstate.edu](mailto:jennifer.moody@okstate.edu)

2. UHR Jobs:    
[Email address: jobs@okstate.edu](mailto:jobs@okstate.edu)

Select *add document* to upload an offer letter created outside the system or select *merge document* to merge fields and generate an offer letter



Select the appropriate offer letter template and select *merge*



The offer letter will appear in the *Application documents* section; select *view* and *review*. Once the offer letter has been reviewed select *save* to submit offer letter for approval

NOTE: If the candidate negotiates for a different start date, offer amount or other item you may edit the fields, re-merge the document and send another offer.

NOTE: Should the candidate decline, you may extend an offer to another candidate from the pool however, a new position will need to be added to the offer card. The candidate's decline of the original offer will be tracked for reporting purposes.

Positions:\*

	Position no:*	Type:*	Applicant	Application status	
1	<input type="text" value="A56847"/> <input type="button" value="Q"/> <input type="button" value="✎"/>	<input type="text" value="New"/> ▾	Agatha Harkness	Extend Offer	<input type="button" value="Cancel"/>
	<a href="#">Details</a> ▾				
2	<input type="text" value="A56847"/> <input type="button" value="Q"/> <input type="button" value="✎"/>	<input type="text" value="New"/> ▾	-	-	<input type="button" value="Cancel"/>
	<a href="#">Details</a> ▾				

New:  Replacement:

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)