

HOW TO EXTEND AN OFFER LETTER

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

_	Add applicant View job details
	Switch to card view
	Select next step 👗
1	Decline Progress :

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 Randalir	in Forester to a different status:
		From status: Request Offer Approval
		To status: Interview
	Communication template: N	No template 🗸
	Email: Applicant: • Yes • O No	ło
	Send an SMS to the applicant:	● Yes O No
	Additional users from Job: • Ye	/es O No
	😑 Set flags	
	The following flags will be set u	upon changing status:
	Application flags:	
	Name	Flag Set
	Interview Scheduled	
	- Note	
	The following will be added to t	the applicant notes for administrators to view:
		JL
		\mathbf{V}
		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)

Send an SMS to the applicant: Yes No Additional users from Job: Q Yes No Additional users from Job: Q Yes No Additional users from Job: Q Yes Originator Dean Search Committee Chair Dean Search Committee Chair Search Committee Chair Search Committee Chair Search Committee Chair Search Committee Member Additional users from Offer Assistant Recruiter Originator Hiring Manager Other additional users Jake Teak Q I Email from:* noreply@pageuppeople.com Email subject:* Request Offer Approval Email body:* Merge fiel I U S I C S I C S I S Formats A - I A - B - S II - C (C Candidate (FIRSTNAME) (LASTNAME), a finalist for the position: (JOBTITLE) (JOBNO) in (JOBSUBDEPARTMENT) has moved into the "Request Offer Approval" status. NoreplyInterval Status <	onon apprenti o res			
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Email body:* Merge fie B I U S Image: Comparison of the position	Email subject:*	Request Offe	r Approval	
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	Candidate {FIRSTNA in {JOBSUBDEPARTN	ME}{LASTNAME}, IENT} has moved in	a finalist for the position: {JOBTITLE}{JOBNO} nto the "Request Offer Approval" status.	

→

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

ffer details		8
Mrs Randalin	Ciera Forester (Randalin)	Í
Personal details		
Address:	201 General Academic Building Stillwater, Oklahoma 74075, United States	
	sPhone2:	9189344226
E-mail:	randalin.forester+@okstate.edu	
PageUp Applicant II	D: 24981523	Employment status:
Banner ID:	A20132887	
View profile		
Current or previo	ous employee details	
• If the applicant ye applicant is not a cu	ou are extending an offer to is a current or previous urrent or previous employee, or if the applicant is n	employee, then use the lookup below to select their employee of found in the search, please leave the field blank.
Employee A20 number: A20	0132887	
	Save and close Sa	ve 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*

Approva status:	al	Pending					
Recruite	er:	Christy Bu	nney				
Date en	tered:	May 12, 20)25, 3:44 pm				
Applicat source:	tion	Internet -	Careers website	Edit			
Positio	ons:						
	Positio	n no:			Type:	Applicant	Application stat
۲	GK8888	8			Replacement	-	-
	Detail	-					

Mrs Randali	n Ciera Forester (Randalin)		
Personal detail	ils		
Address:	201 General Academic Building Stillwater, Oklahoma 74075, United States		
	sPhone2:	9189344226	
E-mail:	randalin.forester+@okstate.edu		
PageUp Applican	t ID: 24981523	Employment status:	😊 Current employee
Banner ID:	A20132887		
View profile			
If the applicant applicant is not a Employee number: Employee:	t you are extending an offer to is a current or previo current or previous employee, or if the applicant is A20132887 Q	us employee, then use the lookup below to select their not found in the search, please leave the field blank.	r employee profile. If the
Job details			
 Job details Display Job Title: 	Groundskeeper		
 Job details Display Job Title: Employment type: 	Groundskeeper		
 Job details Display Job Title: Employment type: Posting Campus: 	Groundskeeper OSU-Stillwater		
 Job details Display Job Title: Employment type: Posting Campus: College/Division: 	Groundskeeper OSU-Stillwater ADMINISTRATION AND FINANCE (STW)		
Job details Display Job Title: Employment type: Posting Campus: College/Division: Site no.:	Groundskeeper OSU-Stillwater ADMINISTRATION AND FINANCE (STW) -		

Offer details						
Approval status:	Pending					
Recruiter:	Christy Bunney					
Date entered:	May 7, 2025, 11:07 am					
Application source:	Internet - Careers website Edit					
Positions:						
Positio	n no:		Туре:	Applicant	Application status	
GK888	8		Replacement	-	-	
Detai	<u>s</u> ~					
		POSTIC	N DETAILS			
		room				
Descriptions with such						
Position title:*	Groundskeeper					
Start date:*	Groundskeeper					
Start date:*	Groundskeeper					
Start date:* End date if applicable:	Groundskeeper					
Start date:* End date if applicable:	Groundskeeper	Si	ALARY			
Start date:* End date if applicable:	Groundskeeper	S	ALARY			_
Start date:* End date if applicable:	Groundskeeper	S, use annual pay ra	ALARY te (Example: 50,000)			-
Start date:* End date if applicable: Annual salary:	Groundskeeper	Si use annual pay ra	ALARY te (Example: 50,000)			-
Start date:* End date if applicable:	Groundskeeper	Si use annual pay ra nly use hourly pay	LLARY te (Example: 50,000) rate (Example: 20.01	0)		-
Start date:* Start date:* End date if applicable: Annual salary: Hourly Pay	Groundskeeper If this position is salaried (exempt) only to If this position is hourly (non-exempt) or	Si use annual pay ra nly use hourly pay	te (Example: 50,000) rate (Example: 20.00	0)		-
Annual salary:	Groundskeeper	Si use annual pay ra nly use hourly pay	te (Example: 50,000) rate (Example: 20.00	0		-
Start date:* End date if applicable: Annual salary: Hourly Pay rate (if not Annual Salary):	Groundskeeper	Si use annual pay ra nly use hourly pay	ALARY te (Example: 50,000) rate (Example: 20.00	0)		-
Annual salary:	Groundskeeper	Si use annual pay re nly use hourly pay ine of the offer le	ALARY te (Example: 50,000) rate (Example: 20.00	0)		
Annual salary: Hourly Pay rate (if not Annual Salary): Hiring Manager:*	Groundskeeper	Suse annual pay re nly use hourly pay ine of the offer le	ALARY te (Example: 50,000) rate (Example: 20.00	0)		

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	
Groundskeeper III	
6	POSTION DETAILS

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
Contacted?:	○ Yes
Does candidate meet minimum qualifications?:	O 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:	i i i i i i i i i i i i i i i i i i i
	NEW HIRE FORM
New Her	
Form:*	Select 🗸
	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:	in the second seco
	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):	Select *
Number of	
Expected	Select *

	FACULTY	OFFER LETTER MERGE FIELDS	
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	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):	Select *
Number of	
Expected Courses (per	Select v
semester):	
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:
	 Open the merged Offer Letter file to review and make edits to any red text in the Offer Letter. Change all text to black before saving a local copy of the updated file on your computer. Once the updated file is saved on your computer, use the "Add document" button to re-upload the new Offer Letter below. 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.

Occuments attached to t	ne oner appear in the section be	now.			
Add document - Merg	ge document				
Document	Date	Viewed by applicant	Size	Category	
Document library:					
Name				Date	Size
 Application documents Documents uploaded by the Documents belonging to a 	e applicant are displayed in blue different application are marked	e. 1 with an asterisk (*).			
 Application documents Documents uploaded by the Documents belonging to a Title 	e applicant are displayed in blue different application are marked Size	e. J with an asterisk (*). Category			
 Application documents Documents uploaded by the Documents belonging to a Title Title TESTdocx 	e applicant are displayed in blue different application are marked Size 25Kb	e. J with an asterisk (*). Category Resume			Vi

Select the appropriate number of approvers for your department/division

Originator:*	Christy Bunney 🔍 🥒
	Email address: christy.bunney@okstate.edu
Approval process:	None 🗸
	None
	Langston
	OSU-STW 2 Approvers
	OSU-STW 3 Approvers
	OSU-STW 4 Approvers
	OSU-STW 5 Approvers
	Save and close Save Cancel

Enter the appropriate approvers into the approval workflow

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

OSU-STW 2 Approvers 💙	
	Jennifer Moody
	Email address: jennifer.moody@ol
	Jobs Account HR User
	Email address: jobs@okstate.edu
	OSU-STW 2 Approvers \vee

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

Randalin Forester (Request Offer Approval)				
Add document - Merge d	ocument 😧			
Document	Date	Viewed by applicant	SIz	
Document library:				
Name				
Ciffer Letters Template for A	dd Document (7)			

Select the appropriate offer letter template and select merge

Documents
😑 Offer Letters Template for Add Document
□ 🖬 Faculty Tenure/Tenure-Track
🗆 🖬 Faculty Tenure/Tenure-Track 9 Month Moving
Image: Track I
🗆 🖻 Full Time Staff - Salaried
Full Time Staff - Hourly
□ 🖻 Part Time Staff - Hourly
Police Officer Staff Hourly

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.

	Position no:*			Type:*		Applicant	Application s	tatus	
1	AS6847	Q		New	~	Agatha Harkness	Extend Offer		Cancel
	Details		~						
2	AS6847	Q		New	~			h	Cancel
	Details		~						
						New:	Replacement:		Add more