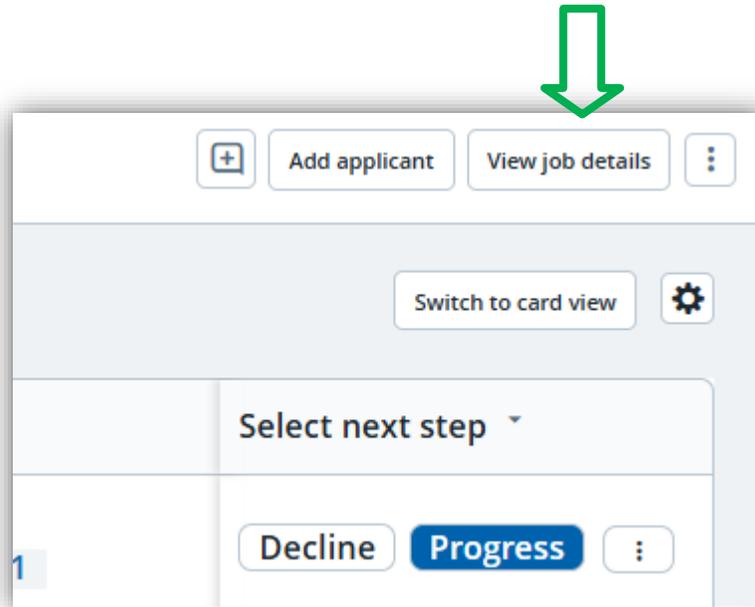




## HOW TO EXTEND AN OFFER LETTER

From your applicant tracking board, select “*View job details*” and review compensation range to ensure job offer is within the range posted.



Scroll down and view the Job Advertisement text to find salary/hourly range.

Generate Description

**B** *I* U ~~S~~

Monday through Friday, 8:00am-5:00pm with occasional evenings and weekends.

**Appointment Length**

Regular Continuous/Until Further Notice

**Hiring Range**

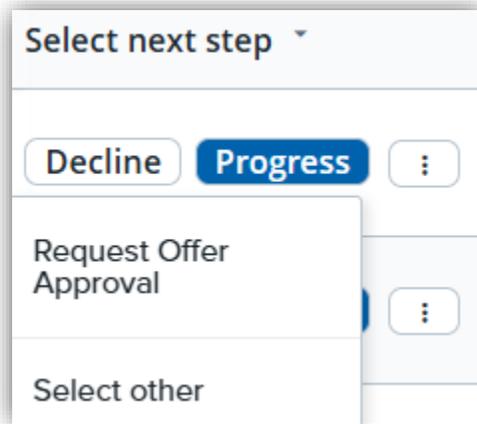
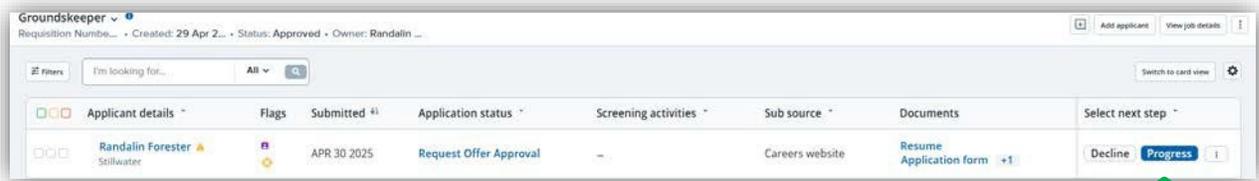
\$45000 - \$62050

Salary

**Search Committee Details**

Then navigate back to the applicant tracking board.

From the applicant tracking board 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 *“Request Offer Approval”*.

A new page will populate to confirm the status change.

→

**[REDACTED] (Under Review)**

**Confirm status change**

You are about to move **[REDACTED]** to a different status:

From status: Under Review  
To status: Request Offer Approval

Communication template: -- No template --

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"/> Reports to Manager - Not in Use
<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](#)

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

Click “Move now.”

A new page for offer details will populate, **allowing you to 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.

**Under approval Status** you can see here that the approval is *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
GK8888 <a href="#">Details</a>	Replacement	-	-

### Randalin Forester (Reference Check)

**Offer details**

Approval status: **Pending**

Recruiter: Christy Bunney

Date entered: May 7, 2025, 11:07 am

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

**Positions:**

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

**POSITION 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:

**In the “Start Date” field, enter the candidate’s anticipated start date.**

You may include the end date if applicable. However, most positions will not include this field.

Enter the appropriate compensation range 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:*	<input type="text" value="Groundskeeper III"/>

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

Next, answer questions for reference checks and minimum qualifications, enter accept offer by date (if you would like) and click and select new hire form.

**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:  

**NOTE: Offer Progress- Please do not edit these fields.** This information will automatically update in the system.

### 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.

When creating an offer for a faculty position, complete the fields above. Before attaching or merging your offer letter, familiarize yourself with the process of deleting and uploading documents to ensure the candidate receives the appropriate offer letter.

The screenshot shows a web application interface with two main sections: "Offer documents" and "Application documents".

**Offer documents section:**

- Header: Offer documents
- Info bar: Documents attached to the offer appear in the section below.
- Buttons: Add document (highlighted with a green arrow), Merge document
- Table headers: Document, Date, Viewed by applicant, Size, Category
- Section: Document library:
- Table headers: Name, Date, Size
- Content: Offer Letters Template for Add Document (7)

**Application documents section:**

- Header: Application documents
- Info bar: Documents uploaded by the applicant are displayed in blue. Documents belonging to a different application are marked with an asterisk (\*).
- Table headers: Title, Size, Category
- Table content:
 

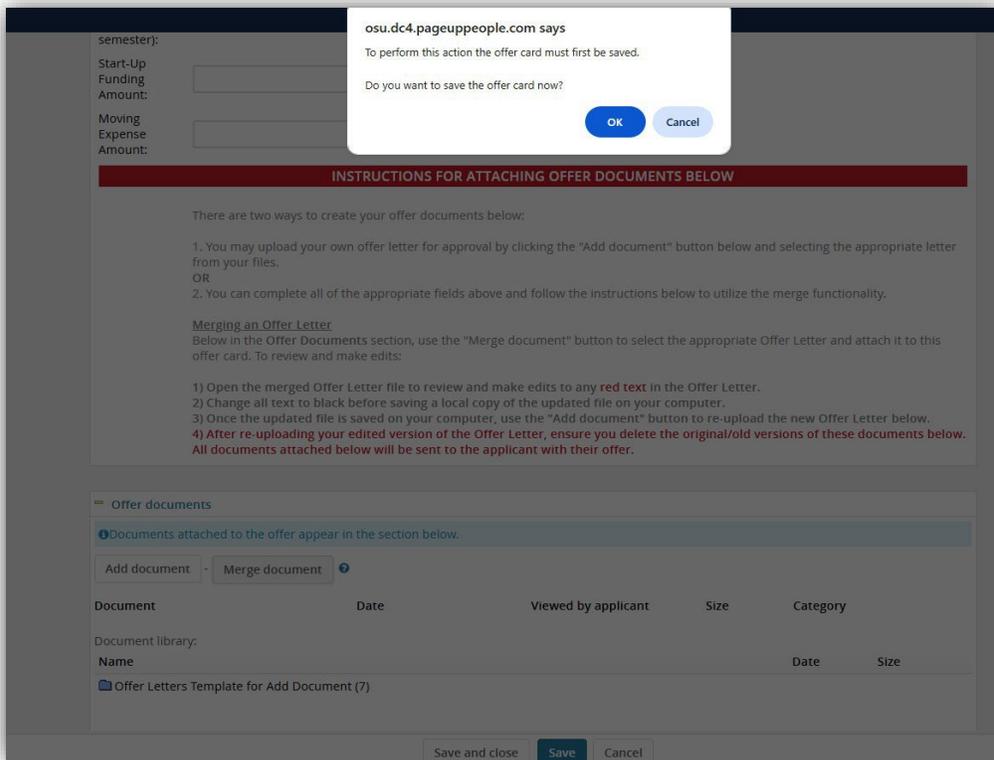
Title	Size	Category	
TEST....docx	25Kb	Resume	<a href="#">View</a>
TEST....docx	25Kb	Cover letter	<a href="#">View</a>

Page 1 of 1 | Records 1 to 2 of 2

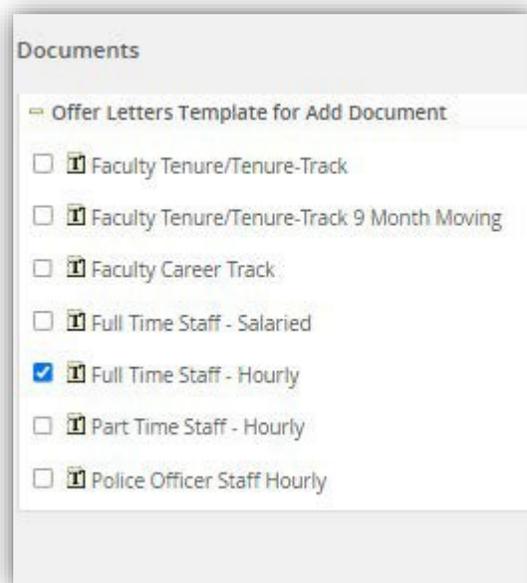
Select “*add document*” to upload an offer letter created outside the system or select “*merge document*” to merge fields into the standard offer letter template and generate an offer letter.

**NOTE:** When you select “merge,” a message (shown below) will appear. Select “OK” and wait a few seconds for a pop-up box to populate with all the offer templates.

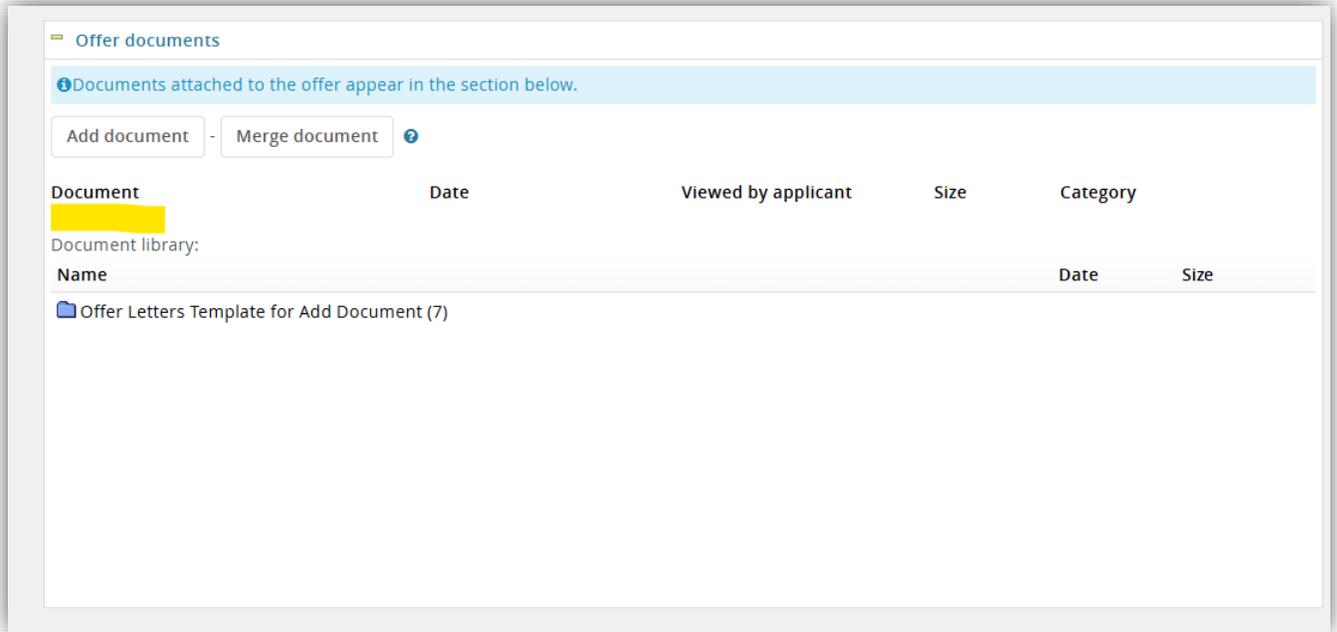
**NOTE:** Please make sure you have your pop-up blockers turned off.



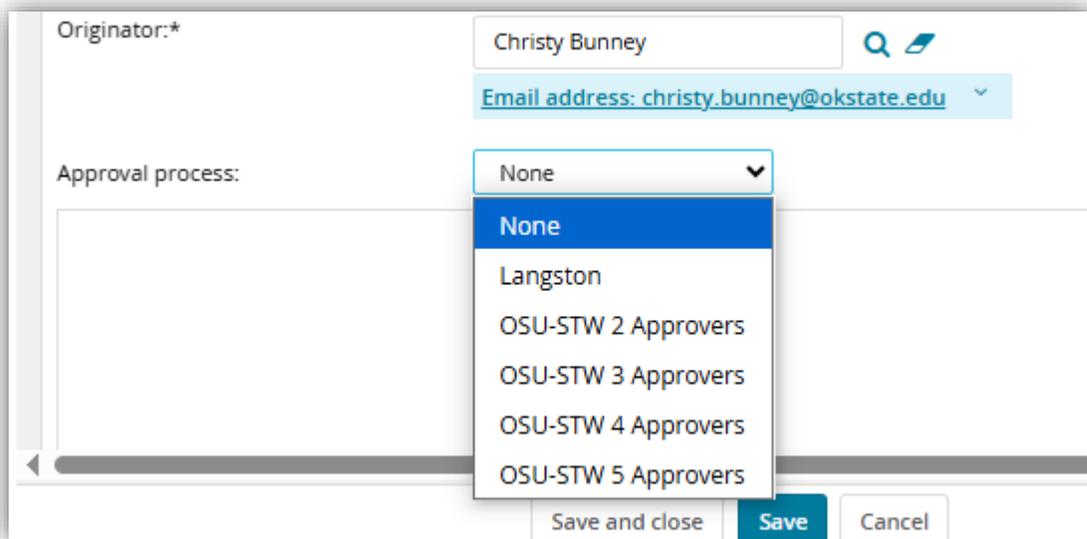
Select the appropriate offer letter template from the pop-up box and select "merge."



The offer letter will appear in the “*Document Library*” section of the offer documents box. Select “*view*” and review the merged document to ensure correct verbiage is in the letter and that merge fields filled appropriately.



Select the appropriate number of approvers for your department/division.



Enter the appropriate users into the approval workflow.

**NOTE:** “Jobs Account HR User” will **always** be the final approver.



Approval process: OSU-STW 2 Approvers

1. College/Division Approver: Jennifer Moody  
Email address: jennifer.moody@okstate.edu

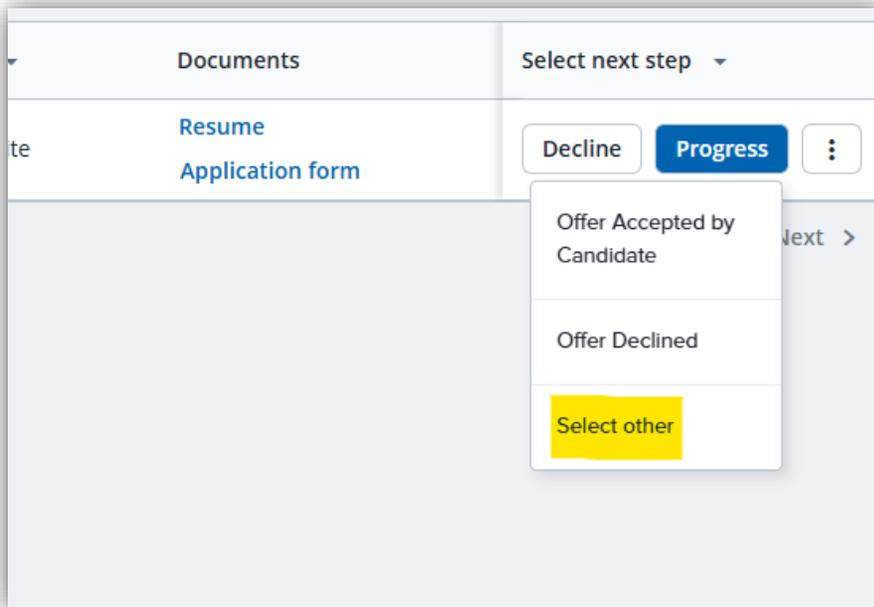
2. UHR Jobs: Jobs Account HR User  
Email address: jobs@okstate.edu

Once the offer letter has been reviewed select “save” to submit offer letter for approval.

**TO CHANGE OFFER LETTER:**

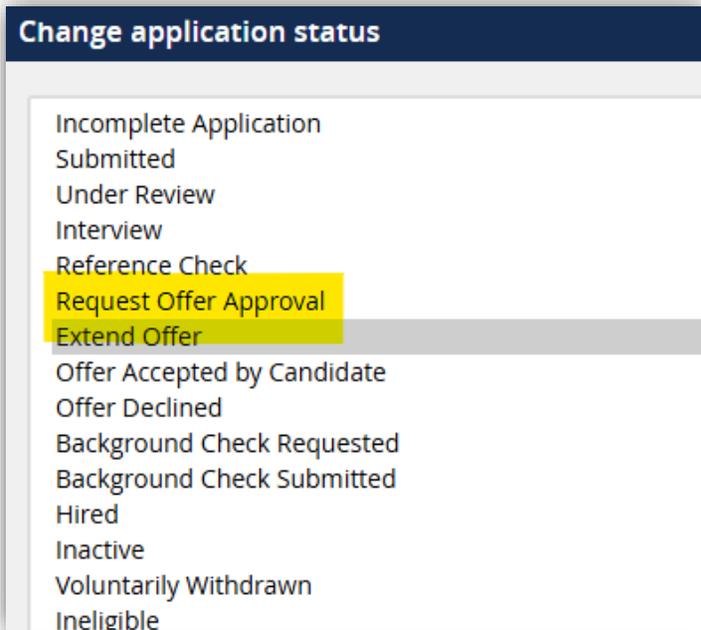
**NOTE:** If the candidate negotiates for a different start date, offer amount or other item, you may edit the fields, re-merge the document and send another offer.

On the applicant tracking board, click “Progress” and then “Select Other.”



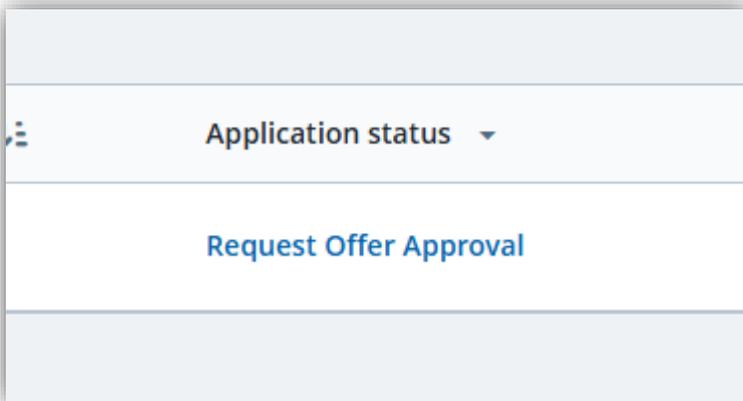
Documents	Select next step
Resume Application form	Decline Progress Offer Accepted by Candidate Offer Declined Select other

Go back to *“Request Offer Approval.”*



Then click *“Save.”*

You will then be back on the applicant tracking board. You can click on *“Request Offer Approval”* to return to the Offer Card for edits.



Once all edits are made and you have re-merged the fields for the updated offer, please **cancel** the original Approval Process by selecting the *“cancel”* button at the bottom of the workflow. A pop-up box will appear with a drop-down menu to select appropriate reasoning for canceling, as well as a text box. Create a new workflow and submit the updated offer through approvals.

**Approval process**

Originator:\* Jeannette Parrish  
 Approval process: OSU-STW 3 Approvers

Approval workflow initiated: Jun 20, 2025, 4:40pm CST

1. Departmental Approver:	Jeannette Parrish ✓ Approved Jun 20, 2025
2. College/Division Approver:	Ginger Gripe ✓ Approved Jun 20, 2025
3. UHR Jobs:	Jobs Account HR User ✓ Approved Jun 23, 2025



**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 job card. The candidate's decline of the original offer will be tracked for reporting purposes. You may utilize the same position number for this step.

**Positions:\***

Position no:*	Type:*	Applicant	Application status
1 AS6847 <input type="text"/> <input type="button" value="Q"/> <input type="button" value="✎"/> <a href="#">Details</a>	New	Agatha Harkness	Extend Offer <input type="button" value="Cancel"/>
2 AS6847 <input type="text"/> <input type="button" value="Q"/> <input type="button" value="✎"/> <a href="#">Details</a>	New		<input type="button" value="Cancel"/>

New:  Replacement:

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

**Extending the Offer Letter:**

You will receive an email from PageUp indicating that your offer details have been approved and are ready to send to the applicant.

**From:** [noreply@pageuppeople.com](mailto:noreply@pageuppeople.com) <[noreply-1216@mail.pageuppeople.com](mailto:noreply-1216@mail.pageuppeople.com)>  
**Sent:** Wednesday, July 9, 2025 11:47 AM  
**To:** Rose, Susan <[susan.rose@okstate.edu](mailto:susan.rose@okstate.edu)>  
**Subject:** Offer approved

Dear Laura,

Offer details for [REDACTED] for the position of District Family and Consumer Sciences Program Specialist in District Director Office Se (STW) 100383, job number [REDACTED], have been approved.

Please [log into PageUp](#) to extend the offer to the candidate.

You will then locate the appropriate applicant in PageUp for that Job Card and progress them to the “Extend Offer” status.



A pop-up box will populate to confirm the status change and preview the communications that will go out.

The top communication will go to the applicant, and the bottom communication will go to those selected from that job area.

### Forrest Gump (Request Offer Approval)

**Confirm status change**

You are about to move **Forrest Gump** to a different status:

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

Communication template: -- No template --

**!** Upon moving into this status, the applicant(s) will have the ability to approve or decline an employment offer for this job. On accepting the offer, the applicant will be required to complete the **New hire form** form.

Email: Applicant:  Yes  No

From:\* noreply@pageuppeople.com  
 Subject:\* Notice of Offer

Message: Merge fields

**B I U S** [List Icons] Formats - **A** - **A** - [Link Icon] [Table Icon] **I** <> [Help Icon]

Dear Forrest,

You have been extended an offer of employment for the position of Quarterback in Athletics (STW) at OSU-Stillwater.

In order to view your offer, please follow the steps below:

**Additional users from Job:**  Yes  No

Additional users from Job

<input checked="" type="checkbox"/> Key Administrative Officer	<input type="checkbox"/> Originator
<input checked="" type="checkbox"/> Job Card Originator	<input type="checkbox"/> Reports to Manager - Not in Use
<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:\* noreply@pageuppeople.com

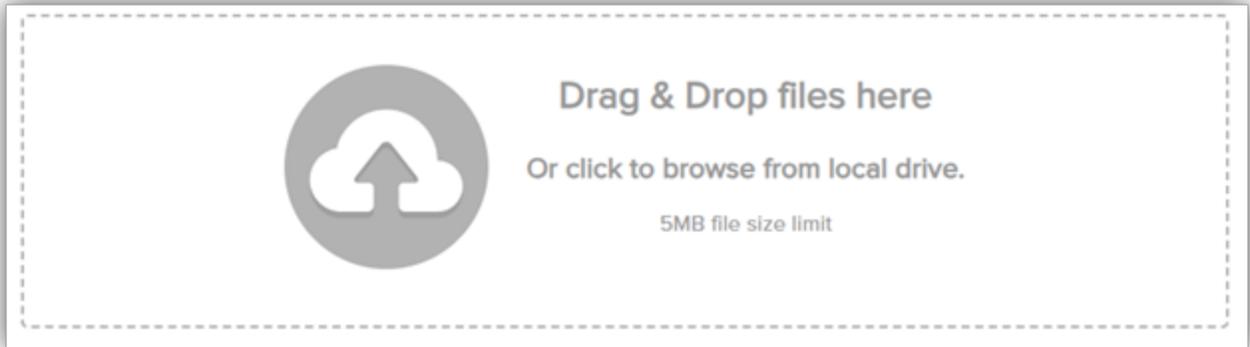
Email subject:\* An offer has been extended to a candidate

Email body:\* Merge fields

**B I U S** [List Icons] Formats - **A** - **A** - [Link Icon] [Table Icon] **I** <> [Help Icon]

An offer has been extended to {FIRSTNAME} {LASTNAME} to fill the position {JOBTITLE} {JOBNO} in {SUBDEPARTMENT}.

**NOTE:** The offer letter document that was approved will automatically be sent to the applicant with this status change, so there is no need to add it again in the two drop boxes.



You will then select “Move now” to extend the offer to the applicant’s profile. On the applicant tracking board, their status will now be “Extend Offer”.