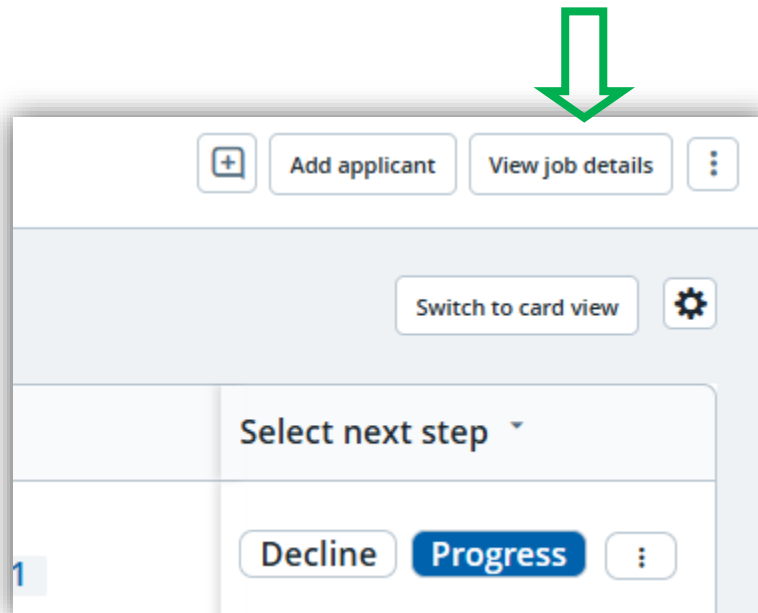




HOW TO EXTEND AN OFFER LETTER

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~~ Formats

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.

Groundskeeper ▾

Requisition Number... • Created: 29 Apr 2... • Status: Approved • Owner: Randalin ...

Filters I'm looking for... All ▾

Switch to card view ⚙

Applicant details ▾	Flags	Submitted ⁴¹	Application status ▾	Screening activities ▾	Sub source ▾	Documents	Select next step ▾
<div> <div></div> <div>Randalin Forester</div> <div>Stillwater</div> </div>	<div></div> <div></div>	APR 30 2025	Request Offer Approval	—	Careers website	Resume Application form +1	Decline Progress ⓘ



Select next step ▾

Decline

Progress

⋮

Request Offer Approval

Select other

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](#)

Move now [Cancel](#)

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	Replacement	-	-

[Details](#)

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	Replacement	-	-

[Details](#)

POSITION DETAILS

Position title:* Groundskeeper

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:* [Q](#) [✎](#)

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?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does candidate meet minimum qualifications?:	<input type="radio"/> Yes <input checked="" type="radio"/> 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:	<input type="text"/> 
NEW HIRE FORM	
New Hire Form:*	<input type="text" value="Select"/> 
OFFER PROGRESS	
The following fields will be automatically updated by the system and are for tracking/reference purposes only.	
Offer accepted:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date offer accepted:	<input type="text"/> 
Offer declined:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date offer declined:	<input type="text"/> 
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):	<input type="text" value="Select"/> 
Number of Expected Courses:	<input type="text" value="Select"/> 

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):	<input type="text" value="Select"/>
Number of Expected Courses (per semester):	<input type="text" value="Select"/>
Start-Up Funding Amount:	<input type="text"/>
Moving Expense Amount:	<input type="text"/>
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.

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	View
TEST....docx	25Kb	Cover letter	View

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.

semester);
Start-Up
Funding
Amount:
Moving
Expense
Amount:

osudc4pageuppeople.com says

To perform this action the offer card must first be saved.
Do you want to save the offer card now?

OK
Cancel

INSTRUCTIONS FOR ATTACHING OFFER DOCUMENTS BELOW

There are two ways to create your offer documents below:

1. You may upload your own offer letter for approval by clicking the "Add document" button below and selecting the appropriate letter from your files.
- OR
2. You can complete all of the appropriate fields above and follow the instructions below to utilize the merge functionality.

Merging an Offer Letter
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)				

Save and close
Save
Cancel

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

Documents

Offer Letters Template for Add Document

☐ Faculty Tenure/Tenure-Track
☐ Faculty Tenure/Tenure-Track 9 Month Moving
☐ Faculty Career Track
☐ Full Time Staff - Salaried
☒ Full Time Staff - Hourly
☐ Part Time Staff - Hourly
☐ Police Officer Staff Hourly

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.

The screenshot shows a web interface titled "Offer documents". At the top, there is a blue banner with the text "Documents attached to the offer appear in the section below." Below this banner are two buttons: "Add document" and "Merge document". A table with the following headers is displayed: "Document", "Date", "Viewed by applicant", "Size", and "Category". Under the "Document" header, there is a yellow rectangular placeholder. Below the table, the text "Document library:" is followed by a sub-header table with "Name", "Date", and "Size" columns. A single entry is listed in the "Name" column: "Offer Letters Template for Add Document (7)".

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

The screenshot shows a form with the label "Originator:*". The "Originator" field contains the name "Christy Bunney" and the email address "Email address: christy.bunney@okstate.edu". Below this, the "Approval process:" label is followed by a dropdown menu. The dropdown menu is open, showing the following options: "None" (selected), "Langston", "OSU-STW 2 Approvers", "OSU-STW 3 Approvers", "OSU-STW 4 Approvers", and "OSU-STW 5 Approvers". At the bottom of the form, there are three buttons: "Save and close", "Save", and "Cancel".

Enter the appropriate users into the approval workflow.

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



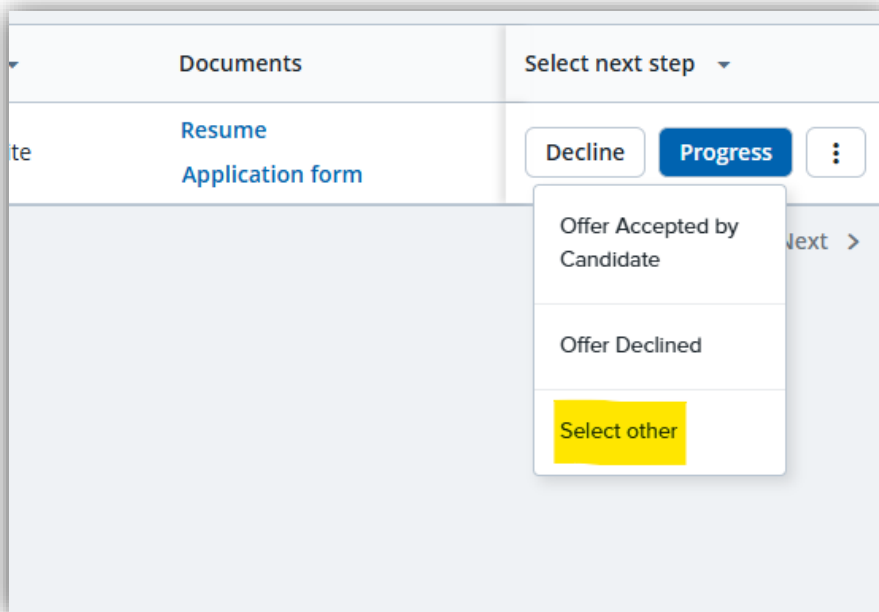
The screenshot shows an 'Approval process' form. At the top, there is a dropdown menu labeled 'OSU-STW 2 Approvers'. Below this, the form is divided into two sections. The first section, labeled '1. College/Division Approver:', contains a text input field with 'Jennifer Moody' and a link below it that reads 'Email address: jennifer.moody@okstate.edu'. The second section, labeled '2. UHR Jobs:', contains a text input field with 'Jobs Account HR User' and a link below it that reads 'Email address: jobs@okstate.edu'.

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

TO CHANGE OFFER LETTER:

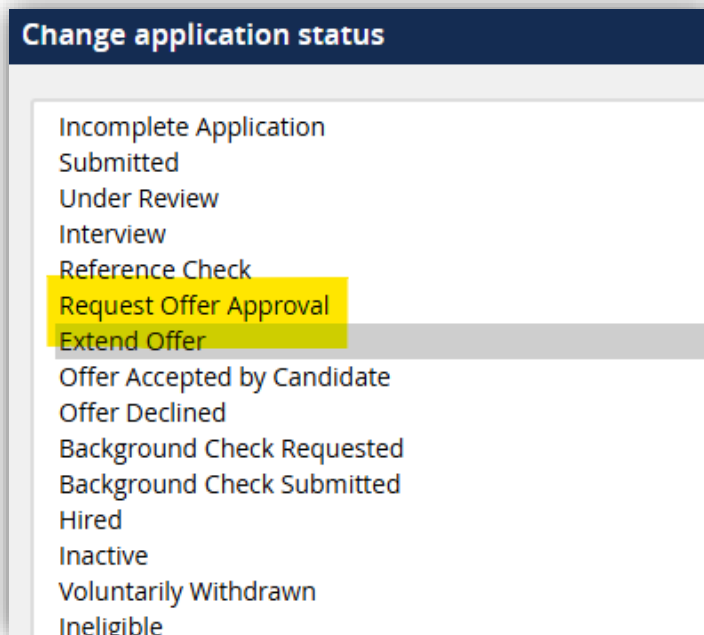
NOTE: If the candidate negotiates for a different start date, offer amount or other item, you may edit the fields, re-merge the document and send another offer.

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



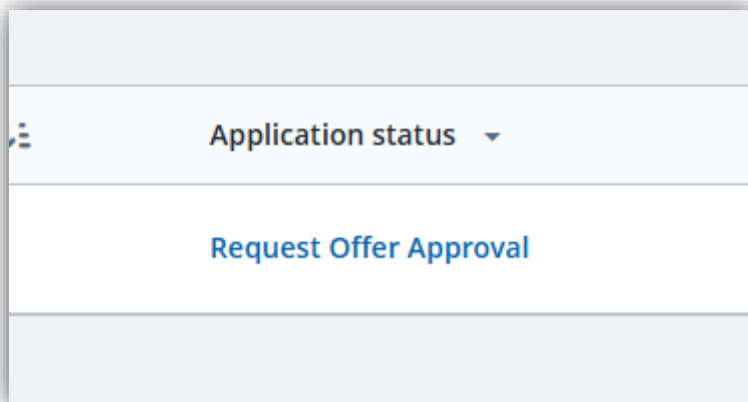
The screenshot shows a table with two columns: 'Documents' and 'Select next step'. The 'Documents' column contains links for 'Resume' and 'Application form'. The 'Select next step' column contains buttons for 'Decline', 'Progress', and a three-dot menu. The 'Progress' button is highlighted in blue. A dropdown menu is open from the three-dot menu, showing three options: 'Offer Accepted by Candidate', 'Offer Declined', and 'Select other'. The 'Select other' option is highlighted in yellow.

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

Edit
Cancel

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. You may utilize the same position number for this step.

Positions:*

	Position no:*	Type:*	Applicant	Application status	
1	AS6847 <div> Details </div>	New	Agatha Harkness	Extend Offer	Cancel
2	AS6847 <div> Details </div>	New	-	-	Cancel

New:
Replacement:

Add more

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