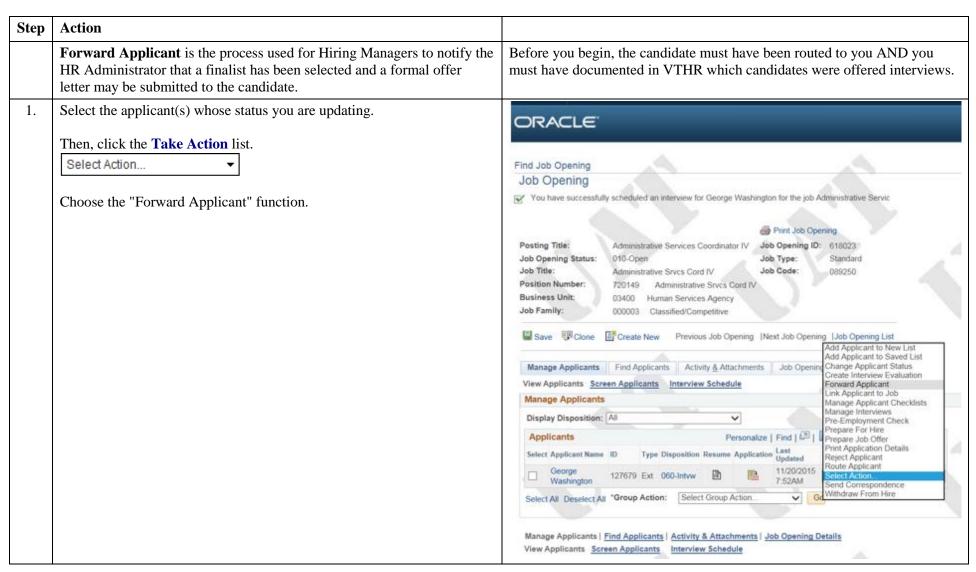


Recruiting in VTHR

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2. A new page opens. Forward Applicant is basically an email template.

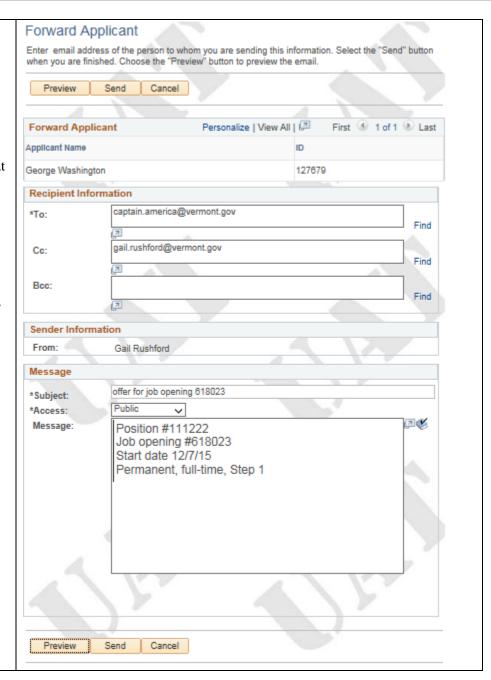
Enter the email addresses of the recipients – minimally, the HR Administrator and the Primary Recruiter

Enter a subject – specify the job opening ID to make it easier for the HR Administrator to quickly locate the candidate

In the message body, include the start date and any other information that needs to be included in the offer, such as pay level. The system automatically adds the applicant name to the message, but additional information is needed to complete the offer, including:

- ✓ Position number
- ✓ Job Opening ID
- ✓ Start date that you agreed upon in the verbal discussion
- ✓ Any other information that needs to be documented in the offer letter, such as schedule, position status (interim, limited service, part-time), job share, approved hire-into-range or other unique circumstances

Click on the Preview button and review the email.





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Step	Action	
3.	Click on the Return button	Forward Applicant Preview *To:
4.	Click the Send button. Preview Send Cancel	
5.	After you Send, you will return to the Manage Applicant page of the job opening. Forward Applicant does not change the candidate's status.	Applicants Personalize Find
	in Route or Interview status, will go into a status of 100-Hold. When the h hiring manager does not need to take any further action to manage the job of	0-Offer. Once the candidate accepts the offer, all other applicants who were ire is processed, the system will automatically close the job opening – the opening. However, candidates do NOT receive any automatic notifications of close the communication loop with applicants. See the instructions for "Reject