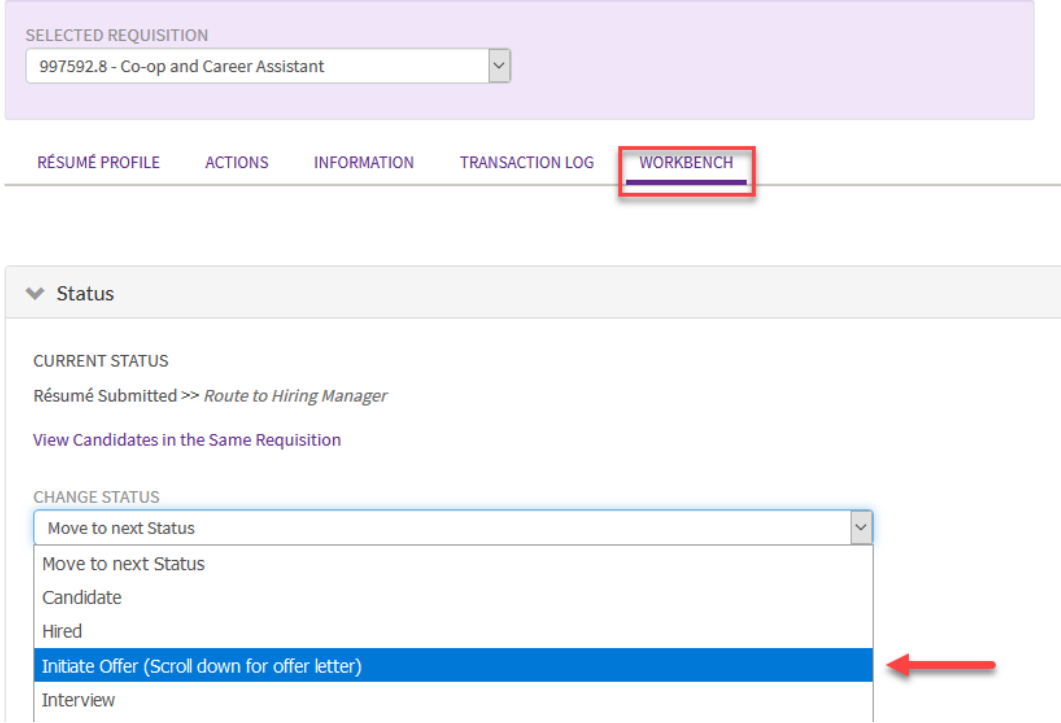
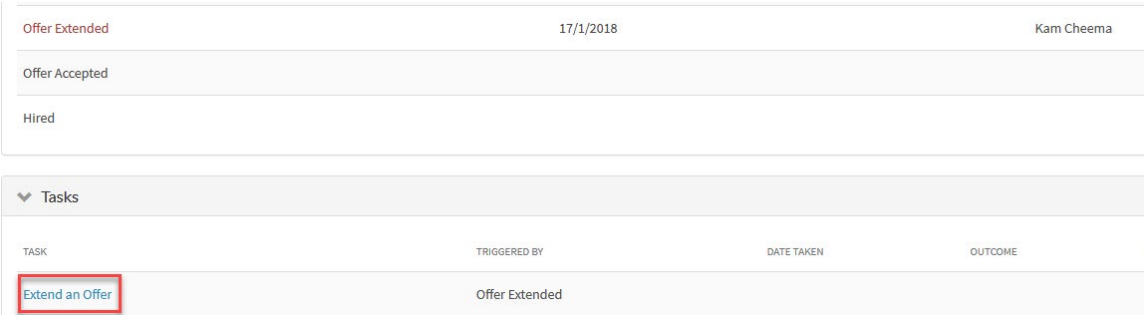


EXTEND OFFERS OF EMPLOYMENT

This quick guide describes key steps in extending an offer to a prospective employee. View other resources for hiring administrators at <http://www.uvic.ca/hr/services/home/hiring/index.php>.

NOTE: The Information and Privacy Commissioner has provided guidelines on how public bodies may collect references in order to be in compliance with the Freedom of Information and Protection of Privacy Act (“FIPPA”). In general, as a public body UVic is obligated to deal with personal information in an open and accountable manner. For reference checks, this means collecting past work performance with the knowledge and consent of the applicant.

#	INSTRUCTIONS	SCREENSHOT
1	Log in to UVic Careers.	https://uvic.mua.hrdepartment.com/
2	For PEA offers: ensure you have discussed the offer with your excluded leader, preferred candidate and, if required, with your Human Resources Advisor .	
3	From the <i>Recruiting</i> tab, select <i>Active Candidates</i> . Select your candidate’s name to view his or her <i>Résumé/CV Dashboard</i> .	<p>The screenshot displays the Monster HR system interface. On the left is a dark sidebar with a 'MONSTER' logo and a menu including 'Dashboard', 'RECRUITING' (with a dropdown arrow), 'Requisitions', 'Applicants', 'Candidates' (with a dropdown arrow), 'Active Candidates', 'Offers', 'Hires', 'Onboarding', 'CAREER CENTRE' (with a dropdown arrow), and 'HELP & RESOURCES' (with a dropdown arrow). The main content area has a search bar at the top with 'Employees' selected and a search icon. Below the search bar is a breadcrumb trail: 'Recruiting / Candidates / Active Candidates'. The main heading is 'Active Candidates' followed by 'Academic Adviser - 999119'. There is a 'Filter' button. Below that is a pagination control showing '1' of 1 items. A 'Sorted By' dropdown is set to 'Name'. Below this is a table with columns: STATUS, TYPE, FE, NAME, VIEWED, SCREENING, SCORECARD. One row is visible: Candidate, Internal, Belinda Fontes, Yes, 0.00. At the bottom, there is a dropdown menu with the text '-- Select an Action --'.</p>

#	INSTRUCTIONS	SCREENSHOT								
3	<p>Select the <i>Workbench</i> tab of the <i>Resumé/CV Dashboard</i>.</p> <p>From the <i>Change Status</i> dropdown list, select <i>Initiate Offer</i></p> <p>The comments are not viewable by the candidate.</p>									
4	<p>Once the screen refreshes, scroll down to the <i>Tasks</i> section at the bottom of the <i>Workbench</i> tab.</p> <p>Choose the <i>Extend an Offer</i> link.</p>	 <table border="1"> <thead> <tr> <th>TASK</th> <th>TRIGGERED BY</th> <th>DATE TAKEN</th> <th>OUTCOME</th> </tr> </thead> <tbody> <tr> <td>Extend an Offer</td> <td>Offer Extended</td> <td></td> <td></td> </tr> </tbody> </table>	TASK	TRIGGERED BY	DATE TAKEN	OUTCOME	Extend an Offer	Offer Extended		
TASK	TRIGGERED BY	DATE TAKEN	OUTCOME							
Extend an Offer	Offer Extended									

INSTRUCTIONS

5

The *Offer Letter* screen will appear. Enter the offer details in the form. Check the box to include the detailed job description if desired.

Choose the appropriate boxes. Choose *Next*.

It is the hiring manager's responsibility to ensure that details contained in the offer letter comply with legal, [collective agreement](#) and other university requirements.

CANDIDATE
Belinda Fontes

Page 1

CURRENCY TYPE *
-- Select --

SALARY AMOUNT *
[]

SALARY TYPE *
-- Select --

START DATE *
[]

DEPARTMENT ⓘ *
[]

INCLUDE DETAILED JOB DESCRIPTION OPTION
 The detailed job description is attached for your reference.

OFFER LETTER SIGNER - NAME *
[]

OFFER LETTER SIGNER - TITLE *
[]

6

The offer letter template for the appropriate employee group will appear in the drop-down menu. Other letter templates are available using the drop-down arrow.

Create Offer

Step 1 Define Offer Step 2 Select Offer Letter


SELECT A LETTER TEMPLATE *


-- Create Custom Template --

-- Create Custom Template --

CUPE 917 reg offer letter
CUPE 917 term offer letter
CUPE 951 regular offer letter
CUPE 951 term offer letter
Exempt Support Regular Offer Letter
Exempt Support Temp offer letter
ME Term offer letter
ME regular full time offer template
ME regular part time offer template
PEA regular offer letter template
PEA term offer letter

Previous Next Cancel

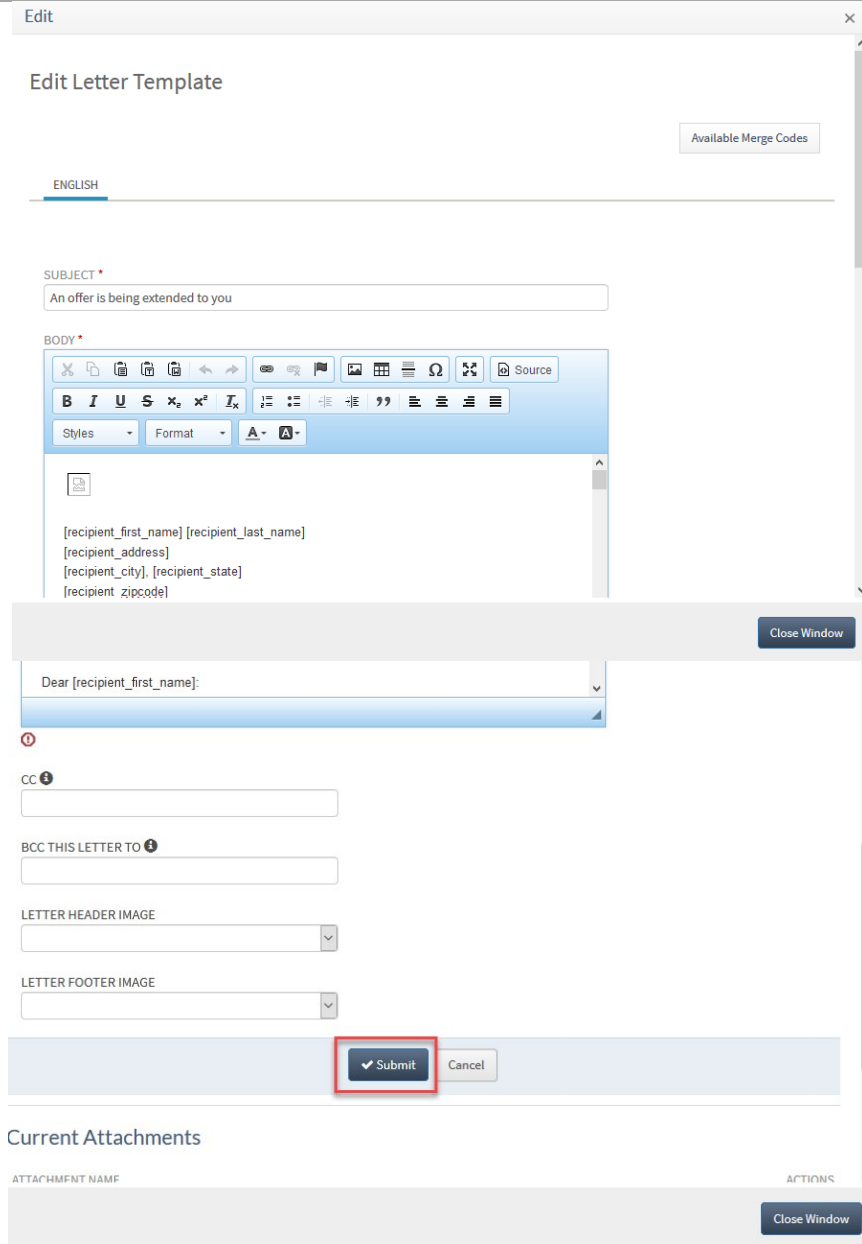
Review the offer letter by selecting the view  icon.

You can make edits as required by selecting the  icon.

7 Preview the letter carefully. Choose **Submit** when it is complete.

Then click **Next**

TIP: This is your only opportunity to preview the letter before it is sent to the candidate.



The *Select Approvers* screen will appear. Follow your regular approval processes.

If you do not require approvers for the offer letter, do not change any of the fields. Choose *Submit/Send Offer* at the bottom of the screen.

If you require approval, select the *Internal Approvers* link and select the approver(s) by name. You may also add external approvers in the *External Approvers* field.

Choose the *Submit/Send Offer* button to initiate the approval process.

You will receive email notifications as the reviewers approve/reject the offer letter.

8

IF APPROVAL IS NOT REQUIRED:

At least one of the fields marked with a (*) is required. Fields marked with only a (†) are optional, but may be required based on the selections in other fields.

Select Approval Chain(s)

AVAILABLE REQUISITION APPROVAL CHAINS
IF YOU DO NOT REQUIRE APPROVERS FOR THE OFFER LETTER, CHOOSE SUBMIT/SEND OFFER BUTTON.
IF YOU REQUIRE APPROVAL, SELECT THE INTERNAL APPROVERS LINK BELOW.

*†

DO NOT CLICK OR HIGHLIGHT ANYTHING HERE

- Ancillary
- Limited/Preferential hiring
- Ocean Networks/PCIC
- Regular continuing
- Term

▼

▼ Select

Select Approver(s)

TYPE *

-- Select --

SELECT APPROVERS BY NAME *†

Internal Approvers

ENTER EXTERNAL APPROVERS † *†

◀ Previous ▼ Submit Cancel

IF APPROVAL IS REQUIRED:

At least one of the fields marked with a (*) is required. Fields marked with only a (†) are optional, but may be required based on the selections in other fields.

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*†

DO NOT CLICK OR HIGHLIGHT ANYTHING HERE

- Ancillary
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- Ocean Networks/PCIC
- Regular continuing
- Term

▼

▼ Select

Select Approver(s)

TYPE *

-- Select --

SELECT APPROVERS BY NAME *†

Internal Approvers ←

ADD APPROVER USING INTERNAL APPROVERS.

ENTER EXTERNAL APPROVERS † *†

SUBMIT.

◀ Previous ▼ Submit Cancel

TIP: If the Budget Office is showing up as an approver, remove by clicking **Internal Approvers – Clear – Confirm Selection**.

Select Approval Chain(s)

AVAILABLE REQUISITION APPROVAL CHAINS
IF YOU DO NOT REQUIRE APPROVERS FOR THE OFFER LETTER, CHOOSE SUBMIT/SEND OFFER BUTTON.
IF YOU REQUIRE APPROVAL, SELECT THE INTERNAL APPROVERS LINK BELOW.

*†

- Ancillary
- Limited/Preferential hiring
- Ocean Networks/PCIC
- Regular continuing Term

▼ Select

Select Approver(s)

TYPE *

Serial

DEPARTMENT HEAD

-- Select --

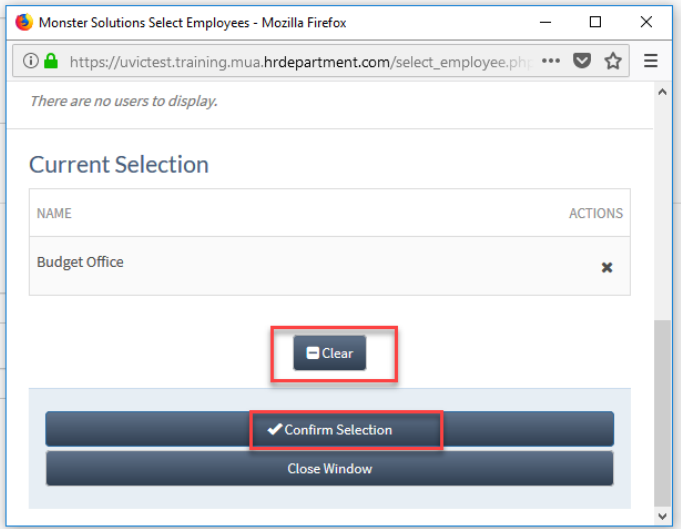
SELECT APPROVERS BY NAME *†

Internal Approvers

Budget Office

ENTER EXTERNAL APPROVERS *†

◀ Previous ✓ Submit Cancel



9 You will receive an email notification when the candidate responds to accept (or reject) the offer. Candidates are required to enter a reason if they reject an offer.

10 After you candidate accepts the offer you will need to [hire and onboard](#) the new hire through UVic Careers. This step is **mandatory** for all hires (including internal hires).

NOTE: You are still required to submit a Recommendation for Appointment form to [Payroll](#).