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.

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<th>INSTRUCTIONS</th>
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<td>1</td>
<td>Log in to UVic Careers.</td>
<td><a href="https://uvic.mua.hrdepartment.com/">Screenshot</a></td>
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<td>2</td>
<td>Before extending an offer through the UVic Careers system, ensure you have discussed the offer with your preferred candidate and, if required, with your Human Resources Advisor.</td>
<td><a href="https://uvic.mua.hrdepartment.com/">Screenshot</a></td>
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<td>From the Recruiting tab, select Active Candidates. Select your candidate’s name to view his or her Résumé/CV Dashboard.</td>
<td><a href="https://uvic.mua.hrdepartment.com/">Screenshot</a></td>
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<td>3</td>
<td>Select the <strong>Workbench</strong> tab of the <strong>Resumé/CV Dashboard</strong>. From the <strong>Change Status</strong> dropdown list, select <strong>Offer Extended</strong>. Add any comments if applicable and Submit. The comments are not viewable by the candidate.</td>
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| 4 | Scroll down to the **Tasks** section at the bottom of the **Workbench** tab. Choose the **Extend an Offer** link. |
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.

**TIP:** If you have not already done so, please check with your Human Resources Advisor for assistance in **determining the appropriate salary level** for your new employee. 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.

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.
Review the offer letter by selecting the view icon.

You can make edits as required by selecting the icon.

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.

**IF APPROVAL IS NOT REQUIRED:**

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

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](https://uvicast.training.muis.hrdepartment.com/select_employee.php) 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](https://uvicast.training.muis.hrdepartment.com/select_employee.php).