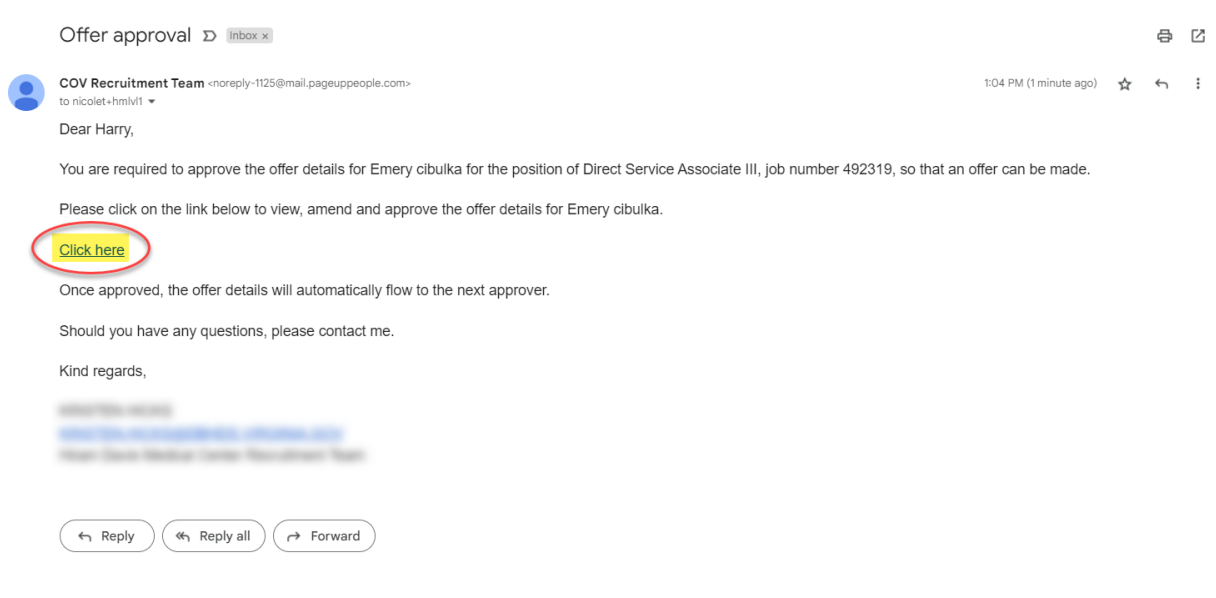


Approving/Declining a Hiring Proposal (Offer)

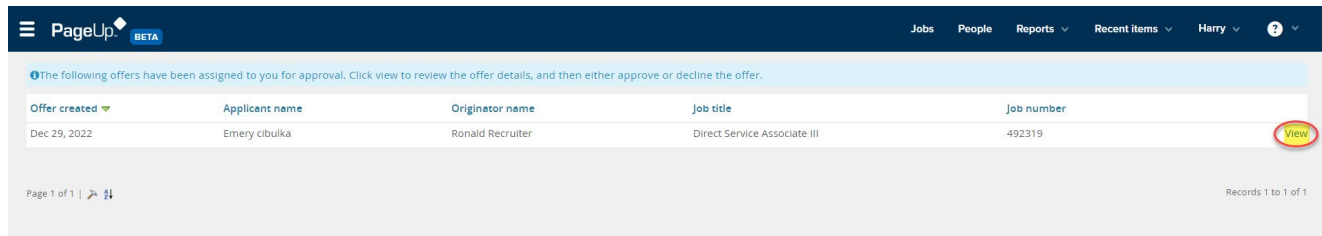
Note: Be sure to 'Allow pop-ups' for the Talent Acquisition System (TAS)

1. When an offer is ready for review, an email notification will be sent. This email will contain general information related to the role. Click **"Click here"** to be directly to the offer within



Talent Acquisition System.

2. PageUp will direct the user to **My Offers** screen, click **View** against the applicable offer.
 - a. **Note:** Pending offers can be found in **Manager Activities** section (Recruiter Dashboard) or **Offer** tile (Hiring Manager Dashboard).



3. Review all fields completed on the Offer Card.

Offer details

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

OFFER DETAILS

Offer Type:

Start date*: [Edit](#)

SALARY DETAILS

Pay Band: 3

Annual salary: 45,000

Semi Monthly Pay:* 1875.00

Hourly Pay rate (if not Annual Salary):

RELOCATION

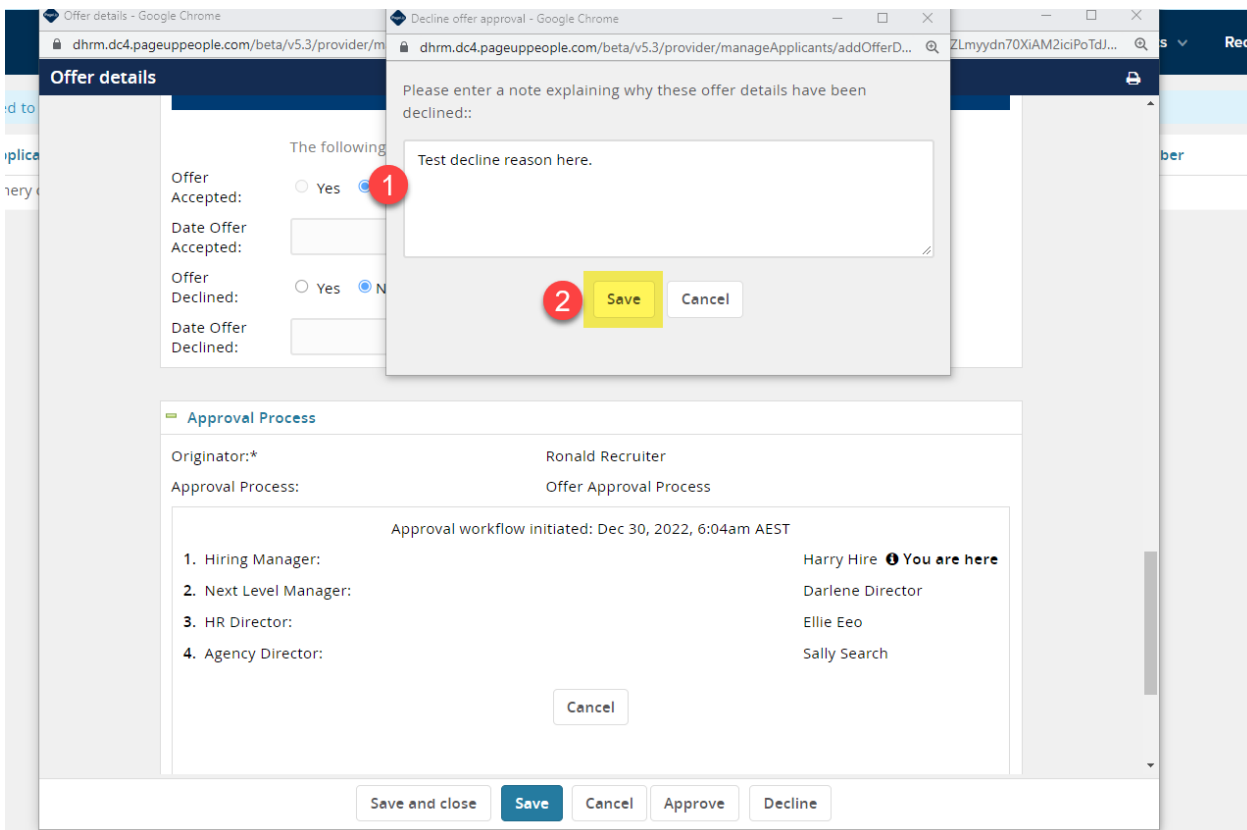
Employee Relocating: No

Relocation allowance:

Additional Relocation:

[Save and close](#) [Save](#) [Cancel](#) [Approve](#) [Decline](#)

4. Once the offer has been thoroughly reviewed, click Approve or Decline based the review.



- a. **Approve:** Triggers a notification to the next approver to act. Upon the last approval, an approval notification will go out to the Originator (Recruiter).
- b. **Decline:** Triggers additional action to take, then will trigger the Originator to update based on feedback provided. The Recruiter will complete necessary action, then re-start the approval process again.
 - i. Provide commentary for Recruiter.
 - ii. Click Save.