



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

Offer approval D Inbox ×			₿	Ľ					
COV Recruitment Team <noreply-1125@mail.pageuppeople.com> to nicolet+hmlvl1</noreply-1125@mail.pageuppeople.com>	1:04 PM (1 minute ago)	☆	¢	:					
Dear Harry,									
You are required to approve the offer details for Emery cibulka for the position of Direct Service Associate III, job number 492319, so that an offer can be made.									
Please click on the link below to view, amend and approve the offer details for Emery cibulka.	nail, pageuppeople.com> tota PM (1 minute ago) to C								
Click here									
Once approved, the offer details will automatically flow to the next approver.									
Should you have any questions, please contact me.									
Kind regards,									
400700-4010									
Harr Son Holdar Sena Neculinet Net									
(In Reply (In Reply all (In Forward									

Talent Acquisition System.

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

E PageUp. ◆ _{BETA}				Jobs	People	Reports 🗸	Recent items 🗸	Harry 🗸	? `
Offer created	been assigned to you for approval. Click Applicant name	view to review the offer details, and then eithe Originator name	r approve or decline the offer.			Job number			
Dec 29, 2022	Emery cibulka	Ronald Recruiter	Direct Service Associate III			492319			View
Page 1 of 1 🄑 🕌								Record	ds 1 to 1 of



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3. Review all fields completed on the Offer Card.

dhrm.dc4.pageuppeople.com/beta	//v5.3/provider/manageApplicants/offer.asp?sData=UFUtVjMtmQfeTUqpLpxZaPgElyXGZudpVp5dZ1MHXUEbWZLmyydn70XiAM2iciPoTdJ	œ
Offer details		₽
		-
 Offer details 		
Application source:	Internet - Careers website Edit	
	OFFER DETAILS	
Offer Type:		
Start date:*	Jan 16, 2023	
	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		
	Save and close Save Cancel Approve Decline	



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

	🖤 Offer details - Goo	gle Chrome		Pecline offer approval - Google Chrome — — X — — —	~		
	🔒 dhrm.dc4.page	euppeople.com/be	eta/v5.3/provider/m	dhrm.dc4.pageuppeople.com/beta/v5.3/provider/manageApplicants/addOfferD Q ZLmyydn70XiAM2iciPoTc	IJ Q	s 🗸	Re
d to plica			The following	Please enter a note explaining why these offer details have been declined::	Ð	ber	
nery (Offer Accepted:	🛛 Yes 🧕	1			
		Date Offer Accepted:					
		Offer Declined:	🔾 Yes 🏾 🖲 N	2 Save Cancel			
		Date Offer Declined:					
		Approval P	leases				
		Originator:*	100033	Ronald Recruiter			
		Approval Proc	cess:	Offer Approval Process			
				Approval workflow initiated: Dec 30, 2022, 6:04am AEST			
1.		1. Hiring M	anager:	Harry Hire () You are here			
		2. Next Lev		Darlene Director			
		 HR Direc Agency E 		Ellie Eeo Sally Search			
		- Agency L	incetor.				
				Cancel			
			Sa	ave and close Save Cancel Approve Decline			
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- a. <u>Approve:</u> Triggers a notification to the next approver to act. Upon the last approval, an approval notification will go out to the Originator (Recruiter).
- b. <u>Decline</u>: 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.



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