

Steps for Submitting a Request to Offer

1. Be sure that all applicants for the position have been entered in PeopleSoft Recruit Workforce and connected to the PeopleSoft Requisition # for that position.
2. In *Applicant Activity* (see #1 below and note the “hint”), be sure that the applicant status (disposition) for all applicants is updated to one of the following:
 - a. **Reject** – for any applicant who is screened out based on the advertised qualifications.
Add one of the reasons from the drop down box.
There are lots of choices, but “*Not Selected*” will work for most situations; look through the list to be sure.
NOTE: for applications received after a “fixed” closing date OR after the screening process has reached the point where additional applications will not be considered, use “*After Interview*” as the reason for rejection.
 - b. **Interview** – for any applicant who is interviewed either by telephone or in person.
 - c. **Offer** – for any applicant who is identified for an offer.
 - d. **Withdrawn** – for any applicant who indicates he/she wishes to withdraw from further consideration.
3. In *Requisition Activity* (see #2 below), enter the Requisition # for the position and PRINT the list of applicants to attach to the Request to Offer.

If an offer is made and later rejected, please update the status (disposition) for that person to “Offer Rejected.”

4. Record the total number of applicants for the position on the top of the Request to Offer form (see space provided).
5. Complete the Request to Offer form and send forward for signatures with ALL of the following:
 - a. The application files (including completed Recruitment/Employment Check List) for ALL those interviewed OR in the finalist pool (usually the top 3-5 applicants). NOTE: all applications files and other search related information are submitted at the conclusion of the search.
 - b. Completed Interview Reports for those interviewed. (Mark any telephone interviews as “Telephone Interviews.”)
 - c. A copy of the interview questions used by the search committee for the formal interview.
 - d. The completed Criminal Record Disclosure form for the person to whom the offer will be made.
 - e. The list of applicants printed from Requisition Activity (see item 3 above).
 - f. **For faculty or lecturer positions**, a draft letter of offer using the appropriate template letter.
 - g. **For Extension Service positions**, a signed Youth Protection Policy Prospective Employee Form (Form N).
6. Send the completed Request to Offer AND all of the above attachments forward for signatures.

#1 [Home](#) > [Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Use](#) > Applicant Activity

Hint: Go to Requisition Activity and then open a new window and go to Applicant Activity; you can cut and paste AppIDs from Requisition Activity to Applicant Activity to update each applicant’s disposition.

#2 [Home](#) > [Develop Workforce](#) > [Recruit Workforce \(GBL\)](#) > [Use](#) > Requisition Activity