

# Move Selected Candidate To Offered

- Select Candidate's name and Click **Move to Offered**.

Requisition Detail  
Senior Accountant (202200002) [Open](#)

Requisition Information Approvals Hire Workflow **Candidates** History

Candidates There is 1 note

Interview: 1 **2** TOTAL Referred: 1

1 records are selected

Name	Total Rank	Phone	Status	Rating
Brinkman, Lisa M.	1	8127742706	Interview Scheduled for 03/08/2023 9:00 AM	Pass ★★★★★ 4.28

Showing 1 - 1 of 1 items

- Complete Approval Form and Click **Save & Continue to Next Step**.

**Offer Approval Form** [Cancel](#) [Save & Close](#) [Save & Continue to Next Step](#)

Brinkman, Lisa M (Person ID : 52177969)

1. OFFER INFORMATION 2. APPROVALS 3. ATTACHMENTS

Offer Details  
\* required fields are marked with asterisk

Offer Date \* 03/08/2023 Offer Amount \$ 40000.00

Frequency Annually Bonus Amount \$

Expected Start Date 03/16/2023

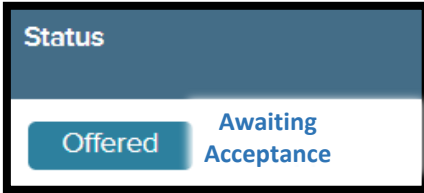
Comment

- The Offer will then be sent to Budget and HR for approval. **Please do not offer the position until you have received an email for both offer approvals. The status will display as Offer Approved at this point.**

Status

[Offered](#) [Offer Approved](#)

- If the candidate accepts the position, click **Awaiting Acceptance** beside Offered button.



- Click **Accepted** and **Submit** to move to the next step. You will now see a status of **Offer Accepted**.

The screenshot shows the "Offer Details" page for Lisa Brinkman (Person ID: 52177969). At the top, there are three status buttons: "Accepted" (highlighted with a red box), "Declined", and "Answer Pending". Below this, there are tabs for "Offer Information" and "Approvals History". The "Offer Information" section contains a table with the following data:

Offer Date	Offer Response Date	Expected Start Date
03/08/2023	N/A	03/16/2023
Offer Amount	Frequency	
\$40,000.00	Annually	
Comments		
N/A		

At the bottom right of the page, there is a "Status" bar with two buttons: "Offered" and "Accepted".