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## Offer Process

### Staff and Temp/Casual Job Requisitions

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The **Offer** status/step includes steps for **Hiring Manager** or **Recruiting Coordinator**.

The Offer Letter template provided in Workday is not required. The Offer status must be a step in the Workday process, but sending the Workday Offer Letter template to the candidate can be skipped and a different Offer Letter template can be used and sent outside of Workday. This should be documented in the Offer status on Workday. [Sample Offer Letters – for Processes Outside of Workday](#)

**WARNING:** Do not put a candidate into Offer status in Workday until clearance from HROE Recruitment has been obtained indicating that duplicates and minimum qualifications have been verified. Once a candidate has been placed in the Offer status, a pre-hire record is automatically created in Workday.

**WARNING:** Hiring Managers and Recruiting Coordinators **DO NOT** have authorization to move Candidates using the Candidate Grid after the candidate's Initial Review has been completed. Interview tasks will only be done via tasks sent to the Hiring Manager's and/or Recruiting Coordinator's Workday Inbox.

1. **Recruiting Coordinator** and **Hiring Manager** will receive an **Inbox Task** for a candidate moved to Offer.
  - a. Inbox task shows: **Initiate Offer for Jonathan Doe (Prior Worker) (C-100000122); R-001234 Business Coordinator I**  
**Tip:** The Actions button next to the candidate name will give you access to actions for the candidate. The Actions button next to the Job Requisition will give you access to actions for the Job Requisition.
2. Click on the pencil in the first section labeled Start
  - a. Put in the expected **Hire Date** (your best estimate, this date can be revised once more prior to completing the Hire)
  - b. Choose the **Hire Reason**: in most cases it is *Hire > New Hire*. There are two other choices that are to be used in special circumstances when you are hiring a transfer for another state agency, college or university (not in the Texas A&M University system) and there will be no break in service. The other choice is for a SGIP hire.
  - c. The location and document language will pre-populate
3. Click **Next** and Click on the pencil for the section marked **Compensation**
  - a. Compensation Package should be TAMUS Compensation Package
  - b. Grade should pre-populate based on the job profile in the Job Requisition
  - c. Grade Profile should be System Level Structure for Salary or System Level Structure (Hourly) for hourly
  - d. For **Salaried** positions: If nothing is in the **Salary** section, click on Add
    - i. Compensation Plan is Salary
    - ii. Amount is monthly amount
    - iii. Currency is USD

- iv. Frequency is Monthly
- e. For **Hourly** positions: If nothing is in Hourly section, click on Add
  - i. Compensation Plan is Hourly
  - ii. Amount is hourly rate
  - iii. Currency is USD
  - iv. Frequency is Hourly
- 4. Click on **Next**
- 5. One Time Payment is next section, you can **skip** if there is no one-time payment or
- 6. Click **Next**, for a one-time payment
  - a. If you have a one-time payment, click on the pencil and complete the required fields (red star)
    - i. Effective Date
    - ii. If you want to have an Employee Visibility Date
    - iii. Reason
    - iv. Click on Add under Payment and Choose the One-Time Payment Plan (Amount Based Plans has a list of reasons, such as Cell Phone Equipment Allowance and Relocation Allowance)
    - v. Put in the Amount
    - vi. Currency is USD
- 7. Click **Next**
- 8. All of the offer information will be available for review and edit before hitting **Submit**
- 9. Whichever security role is Initiating the offer will now get another task under Up Next: Get Approval for proposed offer, click on To Do and Submit the To-do. TAMU does not require any additional approvals at this time – Click on **Submit**

**NOTE:** Offer now goes to Recruiting Partner to review and approve. Recruiting Partner will review for adherence to policy for salary in first band of grade. If the salary for the offer is in the middle band, Recruiting Partner will request the VP approval memo. If the salary is in the top band, Recruiting Partner will request the VP approval and VPHROE approval memo to approve

- a. **Recruiting Coordinator** and **Hiring Manager** receive an **Inbox Task: TAMU Offer Letter: Jonathan Doe (Prior Worker) R-001234 Business Coordinator I (10000122)**

**NOTE:** This is the final time the information in the offer letter can be adjusted before it is sent to the candidate. Next to Document with red star in the task is a box. If you click on the arrows in the upper right hand corner of the box, you will open the offer PDF and will be able to make adjustments.

- 1. You should not add or remove any language that would imply a contract with the candidate. You should only adjust salary, date information and you can remove the paragraph about benefits if the offer is for a temp/casual position. You can also adjust the signature line. If you have any questions or doubts about adding or removing language, contact **Recruitment** immediately.
  - ii. When offer is completed, click **Submit**
10. The offer letter will go to the candidate:

- a. If Internal candidate, the offer letter arrives in their Workday inbox.
  - b. If external candidate, the offer letter arrives in the external inbox. This is the inbox on the external career site where they submitted the application originally.
11. Recruiting Coordinator and Hiring Manager receive an inbox task: **Did candidate accept the offer?: Jonathan Doe (Prior Worker) – R-001234 Business Coordinator I (100000122)**.
  - a. Choose **Yes** or **No** and click **Submit**
12. **Recruiting Coordinator and Hiring Manager** receive an inbox task: **Offer for Job Application: Jonathan Doe (Prior Worker) – R-001234 Business Coordinator I (100000122)**
  - a. **Moved Forward** from Offer decision or **Declined**. You can Move Forward to Renegotiate Offer, Reference Check or Background Check. If the offer is complete and accepted, you will move the candidate forward to **Background Check**
13. **Recruiting Coordinator** should be sending the [Degree Verification form](#) to the candidate.
14. **Recruiting Coordinator** uploads hiring process documents to secure server.

### **Recruitment & Workforce Planning Contact Information**

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