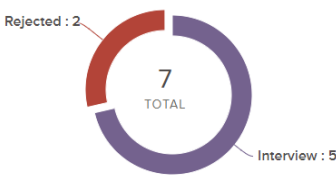


Candidates



Interview [v] Actions [v] [More] [Q]

1 records are selected. Select all 5 records Clear selection

<input type="checkbox"/>	Total Rank		Action Date	Referral Expires	Notices	Veteran	Transfer Employee	Status	Rating	Offer Type
<input type="checkbox"/>	2		05/11/2020	05/31/2020	✉		Y	Interview	Unscheduled	NA
<input type="checkbox"/>	2		05/11/2020	05/31/2020	✉	Yes		Interview	Unscheduled	NA
<input checked="" type="checkbox"/>	2	Lopez, Ofelia	05/11/2020	05/31/2020	✉	Yes		Interview	Unscheduled	NA
<input type="checkbox"/>	2	Marquam, Edward	05/11/2020	05/31/2020	✉			Interview	Unscheduled	NA
<input type="checkbox"/>	2	Pope, Olivia	05/11/2020	05/31/2020	✉			Interview	Unscheduled	NA

Showing 1 - 5 of 5 items

- Enter the offer information. The Offer Date field is required; all other fields are optional. **Note: The offer date entered should be the verbal offer date. The Offer Amount does not need to be entered, per Processes and Forms.**

Candidates

Interview [v] Move to Offer... [v]

1 records are selected.

<input type="checkbox"/>	Name	Phone
<input type="checkbox"/>	ferdinand, kristen	
<input checked="" type="checkbox"/>	Harper, Cynthia	503-823-3485
<input type="checkbox"/>	Keys, Alysha	503-555-1212
<input type="checkbox"/>	mcperson, corey	
<input type="checkbox"/>	Simpson, Homer	

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Make Offer
Cynthia Harper (Person ID : 5320277)

Cancel Save & Submit

Offer Details
* required fields are marked with asterisk and red color

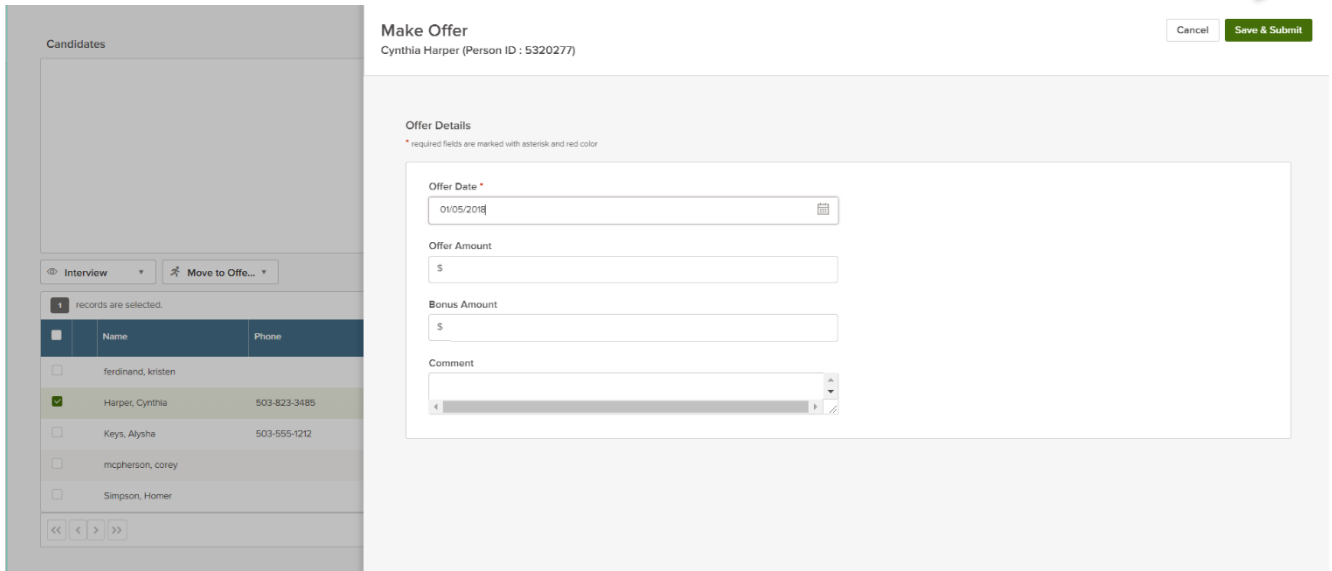
Offer Date *

Offer Amount

Bonus Amount

Comment

4. Click Save & Submit.



Make Offer
Cynthia Harper (Person ID : 5320277)

Offer Details
* required fields are marked with asterisk and red color

Offer Date *
01/05/2018

Offer Amount
\$

Bonus Amount
\$

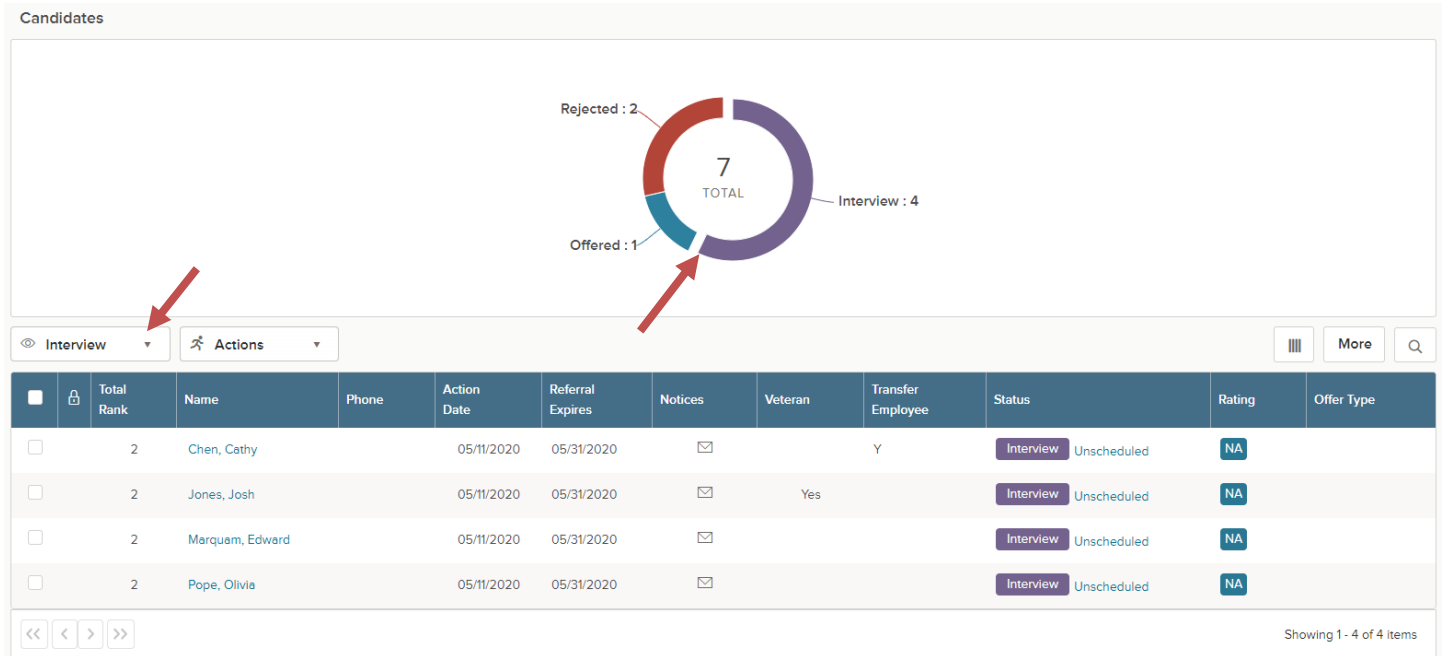
Comment

Candidates

1 records are selected.

Name	Phone
ferdinand, kristen	
<input checked="" type="checkbox"/> Harper, Cynthia	503-823-3485
<input type="checkbox"/> Keys, Alysha	503-555-1212
<input type="checkbox"/> mcpherson, corey	
<input type="checkbox"/> Simpson, Homer	

5. The selected candidate(s) will be moved to the Offered step. You can view the list of offered candidates by clicking on Offered in the doughnut chart or selecting Offered from the Candidates menu.



Candidates

Rejected : 2

7 TOTAL

Interview : 4

Offered : 1

Interview Actions

	Total Rank	Name	Phone	Action Date	Referral Expires	Notices	Veteran	Transfer Employee	Status	Rating	Offer Type
<input type="checkbox"/>	2	Chen, Cathy		05/11/2020	05/31/2020	✉		Y	Interview Unscheduled	NA	
<input type="checkbox"/>	2	Jones, Josh		05/11/2020	05/31/2020	✉	Yes		Interview Unscheduled	NA	
<input type="checkbox"/>	2	Merquam, Edward		05/11/2020	05/31/2020	✉			Interview Unscheduled	NA	
<input type="checkbox"/>	2	Pope, Olivia		05/11/2020	05/31/2020	✉			Interview Unscheduled	NA	

Showing 1 - 4 of 4 items



If a candidate rejects an offer, check the box next to their name and choose Reject from the Actions menu. Select the most appropriate “Rejected Offer” reason. There are several reasons available to indicate why the candidate rejected the offer (e.g., Rejected Offer – Pay, Rejected Offer – Received another offer, etc.). If more than one reason is given, select the one that seemed to be the most important to the candidate. It is important to select Rejected Offer rather than moving the candidate back to Considered, Interviewed or some other rejection reason, because for Affirmative Action reporting purposes, a candidate who has been given an offer is considered a selection, even if they don’t accept the offer.