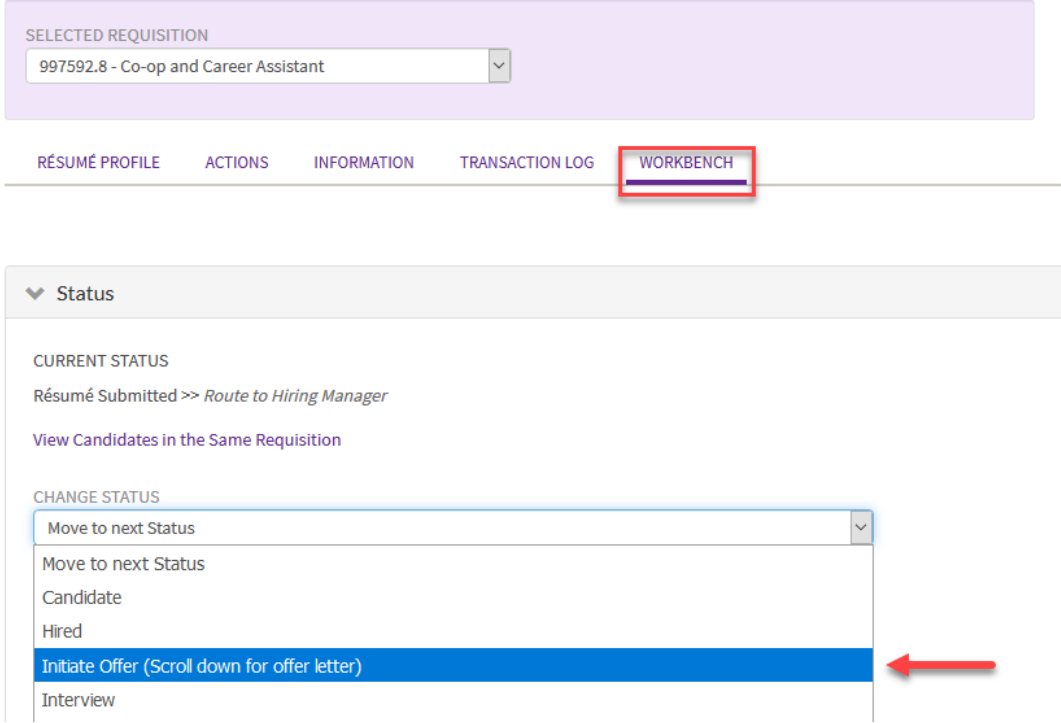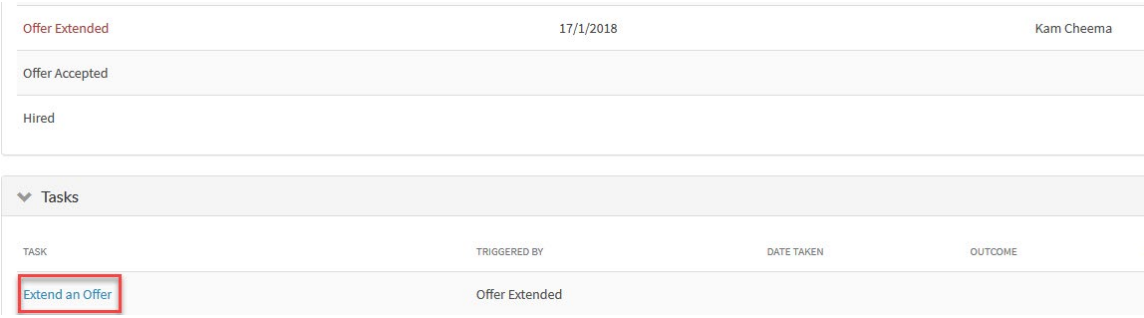# EXTEND OFFERS OF EMPLOYMENT

This quick guide describes key steps in extending an offer to a prospective employee. View other resources for hiring administrators at http://www.uvic.ca/hr/services/home/hiring/index.php.

NOTE: The Information and Privacy Commissioner has provided guidelines on how public bodies may collect references in order to be in compliance with the Freedom of Information and Protection of Privacy Act ("FIPPA"). In general, as a public body UVic is obligated to deal with personal information in an open and accountable manner. For reference checks, this means collecting past work performance with the knowledge and consent of the applicant.

#	INSTRUCTIONS	SCREENSHOT
1	Log in to UVic Careers.	https://uvic.mua.hrdepartment.com/
2	For PEA offers: ensure you have discussed the offer with your excluded leader, preferred candidate and, if required, with your Human Resources Advisor.	
3	Eligibility: *Please ensure you confirm your applicant is legally entitled to work in Canada before you make an offer of employment. Remember that for continuing positions you may only hire applicants who are Canadian Citizens or have Permanent Residency.* From the *Recruiting* tab, select *Active Candidates*. Select your candidate's name to view his or her *Résumé/CV Dashboard*.	

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#	INSTRUCTIONS	SCREENSHOT
3	Select the *Workbench* tab of the *Resumé/CV Dashboard*. From the *Change Status* dropdown list, select *Initiate Offer* The comments are not viewable by the candidate.	SELECTED REQUISITION 997592.8 - Co-op and Career Assistant RÉSUMÉ PROFILE · ACTIONS · INFORMATION · TRANSACTION LOG · **WORKBENCH** ∨ Status CURRENT STATUS Résumé Submitted >> *Route to Hiring Manager* View Candidates in the Same Requisition CHANGE STATUS Move to next Status Move to next Status Candidate Hired Initiate Offer (Scroll down for offer letter) Interview
4	One the screen refreshes, scroll down to the *Tasks* section at the bottom of the *Workbench* tab. Choose the *Extend an Offer* link.	Offer Extended 17/1/2018 Kam Cheema Offer Accepted Hired ∨ Tasks TASK	TRIGGERED BY	DATE TAKEN	OUTCOME Extend an Offer	Offer Extended		

| 5 | The *Offer Letter* screen will appear. Enter the offer details in the form. Check the box to include the detailed job description if desired.

Choose the appropriate boxes. Choose *Next*.

It is the hiring manager's responsibility to ensure that details contained in the offer letter comply with legal, collective agreement and other university requirements. | CANDIDATE
Belinda Fontes

Page 1

CURRENCY TYPE *
-- Select --

SALARY AMOUNT *

SALARY TYPE *
-- Select --

START DATE *

DEPARTMENT ❶ *

INCLUDE DETAILED JOB DESCRIPTION OPTION
☐ The detailed job description is attached for your reference.

OFFER LETTER SIGNER - NAME *

OFFER LETTER SIGNER - TITLE * |
| 6 | The offer letter template for the appropriate employee group will appear in the drop-down menu. Other letter templates are available using the drop-down arrow. | **Create Offer**

Step 1 — Define Offer   Step 2 — Select Offer Letter

SELECT A LETTER TEMPLATE *
-- Create Custom Template --

-- Create Custom Template --
CUPE 917 reg offer letter
CUPE 917 term offer letter
CUPE 951 regular offer letter
CUPE 951 term offer letter
Exempt Support Regular Offer Letter
Exempt Support Temp offer letter
ME Term offer letter
ME regular full time offer template
ME regular part time offer template
PEA regular offer letter template
PEA term offer letter

‹ Previous   › Next   Cancel |

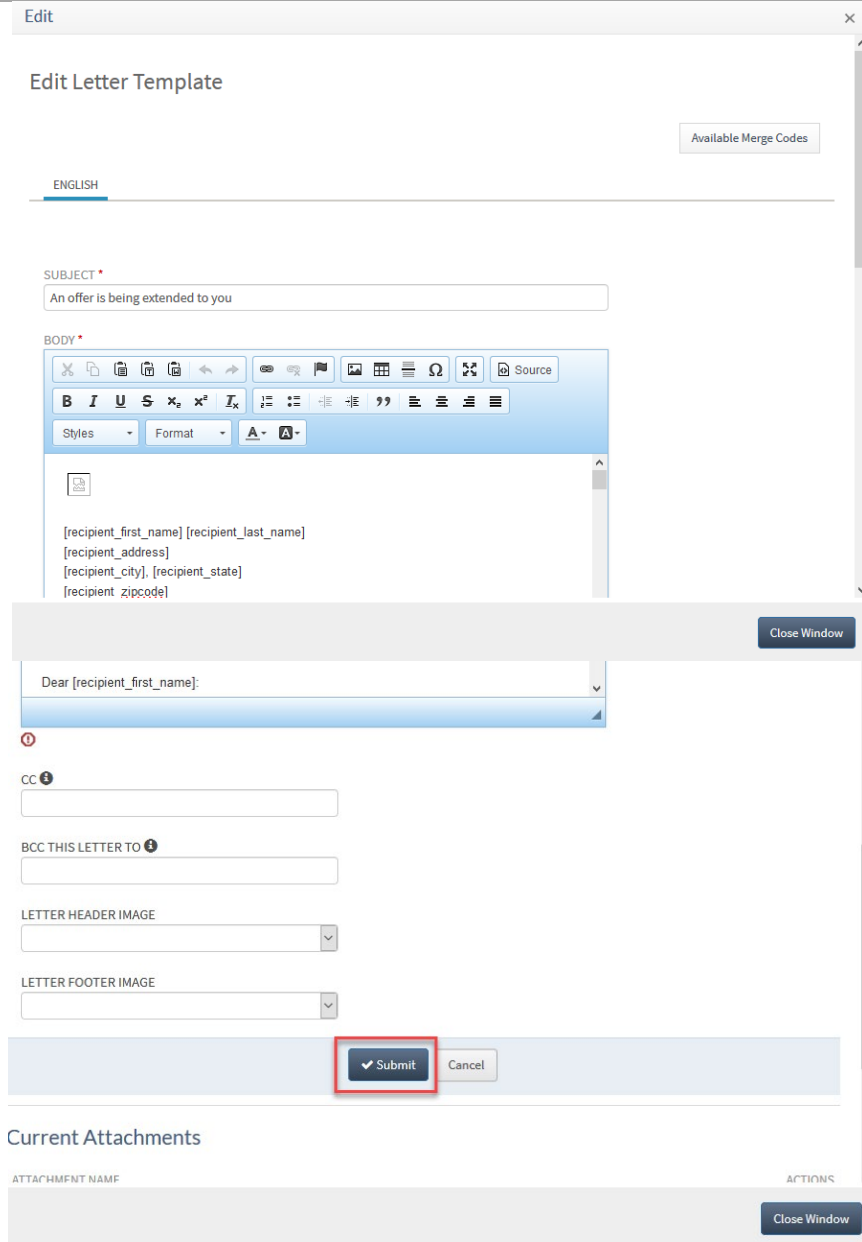| #	INSTRUCTIONS	SCREENSHOT
7	Review the offer letter by selecting the view ⬚ icon. You can make edits as required by selecting the ✏ icon. Preview the letter carefully. Choose *Submit* when it is complete. Then click *Next* TIP: This is your only opportunity to preview the letter before it is sent to the candidate.	

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8

The *Select Approvers* screen will appear. Follow your regular approval processes.

If you do not require approvers for the offer letter, do not change any of the fields. Choose *Submit/Send Offer* at the bottom of the screen.

If you require approval, select the *Internal Approvers* link and select the approver(s) by name. You may also add external approvers in the *External Approvers* field.

Choose the *Submit/Send Offer* button to initiate the approval process.

You will receive email notifications as the reviewers approve/reject the offer letter.

IF APPROVAL IS NOT REQUIRED:

IF APPROVAL IS REQUIRED:

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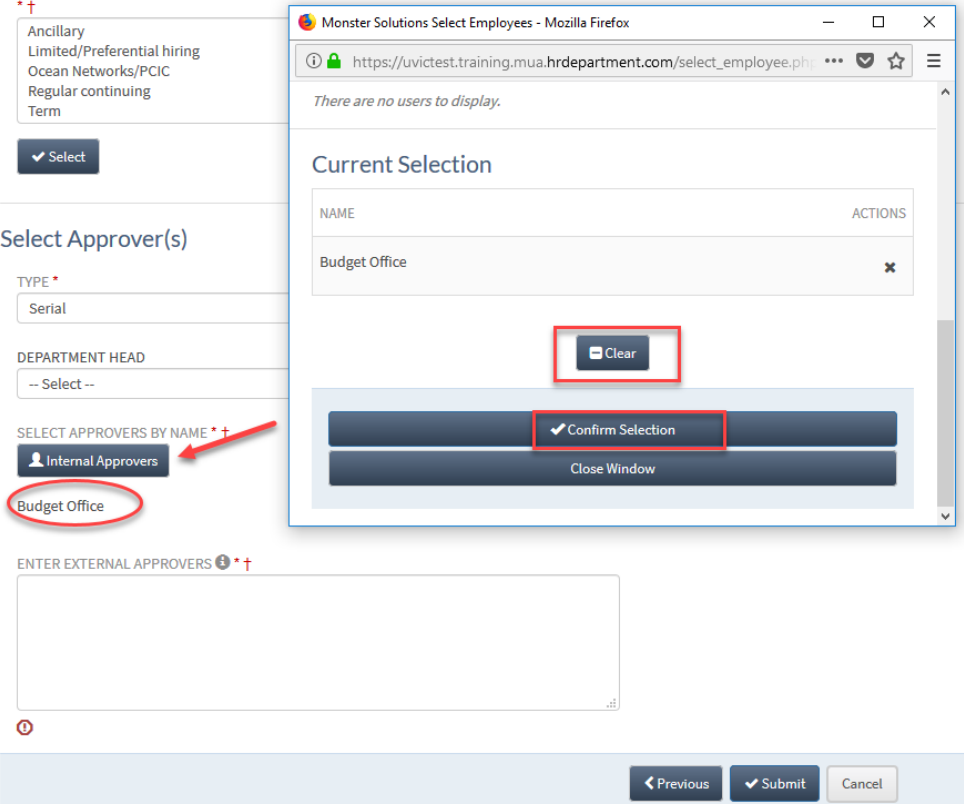| #	INSTRUCTIONS	SCREENSHOT
	TIP: If the Budget Office is showing up as an approver, remove by clicking **Internal Approvers – Clear – Confirm Selection.**	**Select Approval Chain(s)** AVAILABLE REQUISITION APPROVAL CHAINS IF YOU DO NOT REQUIRE APPROVERS FOR THE OFFER LETTER, CHOOSE SUBMIT/SEND OFFER BUTTON. IF YOU REQUIRE APPROVAL, SELECT THE INTERNAL APPROVERS LINK BELOW. * † Ancillary Limited/Preferential hiring Ocean Networks/PCIC Regular continuing Term ✔ Select **Select Approver(s)** TYPE * Serial DEPARTMENT HEAD -- Select -- SELECT APPROVERS BY NAME * † 👤 Internal Approvers Budget Office ENTER EXTERNAL APPROVERS ⓘ * † ⊘ ‹ Previous ✔ Submit Cancel **Monster Solutions Select Employees - Mozilla Firefox** ⓘ 🔒 https://uvictest.training.mua.hrdepartment.com/select_employee.php There are no users to display. **Current Selection** | NAME	ACTIONS
---	---
Budget Office	✖	 ➖ Clear ✔ Confirm Selection Close Window
9	You will receive an email notification when the candidate responds to accept (or reject) the offer. Candidates are required to enter a reason if they reject an offer.	
10	After you candidate accepts the offer you will need to hire and onboard the new hire through UVic Careers. This step is **mandatory** for all hires (including internal hires). NOTE: You are still required to submit a Recommendation for Appointment form to Payroll.	

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