

Offers – Quick Reference

You can now use Web Recruitment to enter offer details, generate an offer letter and submit an Appointment Request. You no longer need the CHRIS 10/10A form.

Move the applicant to Offer and confirm. You will then be directed through the six step offer process.

Log on to Web Recruitment using your CRS-id and locate the successful applicant.

Applicant Name	CoS Required?
Ball, Emma	CoS Required

See CoS quick reference

- Step 1: Confirm offer position
- Step 2: Record offer details
- Step 3: Manage offer letter
- Step 4: Record offer outcome
- Step 5: CoS details
- Step 6: Appointment Request

Step 1: Select the position.

Step One: Confirm Position
From the list below, please select which position this is an offer for. the offer.

Confirm position for this offer

Select position
Please select a position

- Please select ---
- 70032144
- 70032466
- 70017317

Step 2: Record the dates, hours, remuneration and screening details.

LB04366: Chief Building Services Technician (Offer to Miss Margaret Brown)

Step 2: Record offer details

Dates > Hours > Pay > Place of work > Screening > Confirm

Please make your selection:

System generated letter

Manually generated letter

Step 3: Decide whether to create a system generated letter.

Step 3: For a system generated letter, enter the offer details, review and download the letter

Step 3: Manage offer letter

Applicant & position > University contact > Extra clauses > Send letter



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Step 3: Record the details of how the Offer was sent .

Send the offer letter and record that this has been done

Once you have confirmed that the offer letter is complete, you need to print, sign and post (or email) with any required attachments listed at the bottom of the letter. If you are not sure where to find these attachments, please visit the [HR16 Conditional Offer Letter](#) page.

When was the offer sent?

Who sent the offer?

Step 4: Record whether the offer was accepted.

What was the outcome of this offer?

-- Select an outcome --

-- Select an outcome --

- Conditional offer accepted
- Conditional offer rejected by candidate
- Conditional offer withdrawn by us

Record Offer Outcome

Step 5: If a CoS is required, record this and optionally request the applicant's CoS details via the system (see CoS Quick reference)

Step 5: CoS details

CoS

CoS request

CoS documents

CoS summary

Step 6: Once the applicant has supplied required CoS details and documents (where applicable) you can initiate a request to the New Appointment Team to process the appointment (an Appointment Request).

Step 6: Appointment request

Position details

Clinical roles

Costing

Supporting documents

Submit

More information can be found at:
[the HR Systems web pages](#)

NB: If you have finished with the vacancy, don't forget to 'complete' recruitment on the vacancy overview screen to ensure the correct retention policy is applied.