



Requesting an Offer in ORC

Once you have identified your hire and moved all other candidates to **Manager not Interested** with an appropriate comment or feedback provided, you will need to move your selected candidate to **Offer – To be Created**. This will generate a notification to your Recruiter that you are ready to draft an offer.

1. Click the **●●● menu** near the top right when viewing the candidate's application and then select **Move Application** at the top of the Action Menu – this will open a new page.
2. Select the **Offer Phase** and **To be Created State**.

The screenshot shows a web form titled "Move application". It contains two dropdown menus at the top. The first dropdown is labeled "Phase" and has "Offer" selected. The second dropdown is labeled "State" and has "To be Created" selected. Below these dropdowns is a large text area labeled "Comment".

3. Be sure to add a comment with details for your Recruiter and/or follow up with an email to your Recruiter – the details should include:
 - Rate of pay or salary (exemption status is tied to the job title/description, not negotiable)
 - Any shift differential that applies for your role
 - Any bonus information if one is to be offered:
 - the name of plan if applicable (Sales Incentive, MBO, etc.)
 - bonus amount (\$ or %)
 - bonus plan effective date (beginning of month, quarter, or year)
 - bonus plan frequency
 - Preferred tentative start date (plan for a minimum of 2 weeks of pre-employment and onboarding)
 - Any other special details the Recruiter needs to include in the offer letter or HR will need to approve the offer in ORC
4. Click **Move**.

Requesting an Offer – Frequently Asked Questions

QUESTION: How do I know if my offer has been extended to my candidate yet? How do I know if it has been accepted?

ANSWER: When you login to ORC, you can look at the candidate's offer status in the requisition that the offer is made from. Once the offer has been extended, the status will be updated to **"Offer – Extended."** You will receive a notification from ORC once the candidate accepts the offer with instructions to prepare for your new employee.

QUESTION: Why can't the Recruiter just type up the offer and give it to the Hiring Manager to extend?

ANSWER: All job offers – including verbal offers – must be processed and approved in ORC. In most cases, the offer will be presented by the Recruiter to ensure that the candidate fully understands the offer and the pre-employment process.