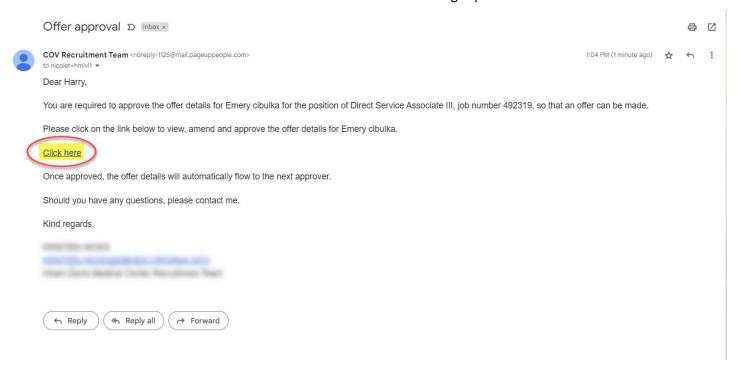
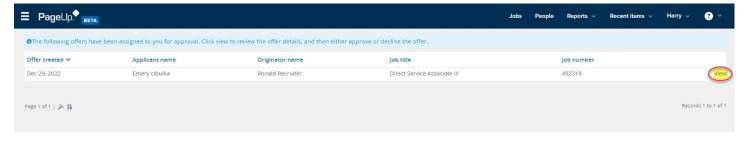
## Approving/Declining an Offer

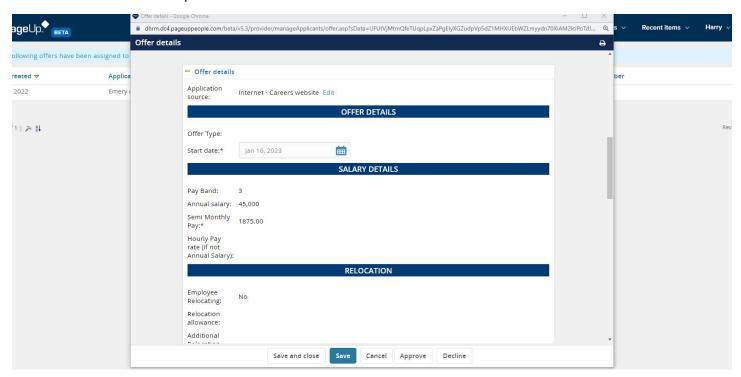
1. When an offer is ready for review, an email notification will be sent. This email will contain general information related to the role. Click **"Click here"** to review the offer within PageUp.



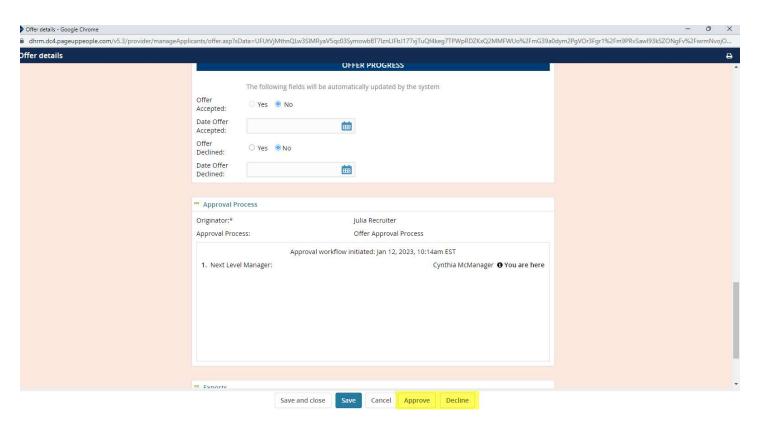
- 2. PageUp will direct the user to *My Offers* screen, click *View* against the applicable offer.
  - a. <u>Note:</u> Pending offers can be found in *Manager Activities* section (Recruiter Dashboard) or *Offer* tile (Hiring Manager Dashboard).



3. Review all fields completed on the Offer Card.



4. Once the offer has been thoroughly reviewed, click Approve or Decline based the review.



- a. <u>Approve:</u> Triggers a notification to the Originator (Recruiter).
- b. <u>Decline:</u> Triggers additional action to take, then will trigger the Originator to update based on feedback provided. The Recruiter will complete necessary action, then re-start the approval process again.
  - i. Provide commentary for Recruiter.

## ii. Click Save.

