


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.

Offer approval ↳ Inbox x 🖨 🔗

 **COV Recruitment Team** <noreply-1125@mail.pageuppeople.com> 1:04 PM (1 minute ago) ☆ ↶ ⋮

to nicole+hmlv1

Dear Harry,

You are required to approve the offer details for Emery cibulka for the position of Direct Service Associate III, job number 492319, so that an offer can be made.


Please click on the link below to view, amend and approve the offer details for Emery cibulka.

[Click here](#)

Once approved, the offer details will automatically flow to the next approver.

Should you have any questions, please contact me.

Kind regards,



↶ Reply ↶ Reply all ↷ Forward

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

PageUp BETA Jobs People Reports Recent items Harry ?

The following offers have been assigned to you for approval. Click view to review the offer details, and then either approve or decline the offer.

Offer created	Applicant name	Originator name	Job title	Job number	View
Dec 29, 2022	Emery cibulka	Ronald Recruiter	Direct Service Associate III	492319	View

Page 1 of 1 | 🔍 🔧 Records 1 to 1 of 1

3. Review all fields completed on the Offer Card.

Offer details - Google Chrome
dhrm.dc4.pageuppeople.com/beta/v5.3/provider/manageApplicants/offer.asp?sData=UFUtVjMtmQfeTUqpLpxZaPgEiyXGZudpVp5dZ1MHXUEbWZLmyydn70XiAM2iciPoTdj...

Offer details

Application source: Internet - Careers website Edit

OFFER DETAILS

Offer Type:

Start date:* Jan 16, 2023

SALARY DETAILS

Pay Band: 3
Annual salary: 45,000
Semi Monthly Pay:* 1875.00
Hourly Pay rate (if not Annual Salary):

RELOCATION

Employee Relocating: No
Relocation allowance:
Additional Relocation:

Save and close Save Cancel Approve Decline

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

Offer details - Google Chrome
dhrm.dc4.pageuppeople.com/v5.3/provider/manageApplicants/offer.asp?sData=UFUtVjMthnQLw3S1MRyaV5qc03Symowb87IznLjFbJ177xjTuQf4keg7TPWpRDZkxQ2MMFWUo%2FmG39a0dym2PgVOr3Fgr1%2Fm9PRvSawI93kSZONgFv%2FwrmNvojO...

Offer details

OFFER PROGRESS

The following fields will be automatically updated by the system

Offer Accepted: Yes No
Date Offer Accepted:

Offer Declined: Yes No
Date Offer Declined:

Approval Process

Originator:* Julia Recruiter
Approval Process: Offer Approval Process

Approval workflow initiated: Jan 12, 2023, 10:14am EST

1. Next Level Manager: Cynthia McManager (You are here)

Save and close Save Cancel Approve Decline

- Approve: Triggers a notification to the Originator (Recruiter).
- Decline: 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.
 - Provide commentary for Recruiter.

ii. Click Save.

The screenshot shows a web browser window with two tabs. The active tab is titled "Decline offer approval - Google Chrome" and displays a modal dialog box. The dialog box has a title bar with the URL "dhrm.dc4.pageuppeople.com/v5.3/provider/manageApplicants/addOfferDeclineNote.asp?..." and a main area with the text "Please enter a note explaining why these offer details have been declined:". Below this text is a text input field containing "Test decline reason here". A red circle with the number "1" is positioned to the left of the input field. Below the input field are two buttons: a yellow "Save" button and a white "Cancel" button. A red circle with the number "2" is positioned to the left of the "Save" button.

The background page, titled "Offer details", shows a sidebar on the left with the following text: "Offer Signed By:", "Offer Accepted:", "Date Offer Accepted:", "Offer Declined:", "Date Offer Declined:". The main content area shows an "Approval Process" section with the following information:

Originator:*	Julia Recruiter
Approval Process:	Offer Approval Process
Approval workflow initiated: Jan 12, 2023, 10:14am EST	
1. Next Level Manager:	Cynthia McManager ● You are here

At the bottom of the page, there is a row of buttons: "Save and close", "Save", "Cancel", "Approve", and "Decline". The "Save" button is highlighted in blue.