

## **Correcting a Declined Offer**

What you need to do	What you will see
Step 1: Review the reason the offer was declined. If you received notice that your offer letter was declined, navigate to the Applicant Card. Click the History tab. If the candidate has applied to multiple jobs, selecting your requisition in the Job drop down will narrow to the relevant entries. Scroll down until you see a note from the approver (typically HR or Student Employment). The note will state the reason it is declined and what needs to be fixed.	Applications       History       Scheduled emails       CRM       Resume         Job       Item       All       All       All       Item       All         Testing New Starter File - WK Employee / ec72 (513159)       Staff Accountant (51       Item       Check         Applications       History       Scheduled emails       CRM       Resume         Job       Item       All       Item       All         Job       Item       All       Coday, 9:34am       Emails       Note         Student Employment Team       Training Test (510775)       If an offer is declined, a message will be left here to explain why.
Step 2: Correct the offer card To correct the error, return to the Applications tab and open the offer details by clicking Offer Incomplete.	Applications       History       Scheduled emails       CRM       Resume         Image: Status changed Feb 19, 2025       Applied via       Sta         Status changed Feb 19, 2025       Offer         New       Offer incomplete



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Step 2.1: Correct the offer card	Approval process
-	Originator:* Cody Rassi
Caroll down to the Approval process	Approval process: Student Employment
Scroll down to the Approval process	Approval workflow initiated: Aug 29, 2023, 10:59am EST
section and click the <b>Restart</b> button	suuent Employment ream > Decimed Aug 23, 2025
to unlock the offer card.	Restart
Make any changes requested by the	
approvers.	
Note: You are required to delete the	
<u>Mote.</u> For and new rate notice	
offer letter and pay rate notice,	
replacing them with updated	
versions. Proceed to the next step for	
specific instructions	
speeme instructions.	
Step 3: Recreate offer documents	
and resubmit for approval.	Offer documents
	OClick on Merge document button to select the appropriate documents. Each offer must have an offer letter and the Notice of Pay
Go to the Offer documents section	Add document - Merge document •
	Document Date Size Category
Remove the old offer letter & pay	Pay Rate Notice: Interims (Mandatory) Aug 15, 2023 53Kb Pay Rate Notice
rate notice by clicking <b>Delete</b> .	Interim Aug 15, 2023 43Kb Offer Contracts
Use the Merge Documents feature to	
Ose the weige Documents leature to	Offer documents
generate new copies of each and	
resubmit for approval (see applicable	Click on Merge document button to select the appropriate documents. Each
offer creation guide on the	the Notice of Pay
Manager's Toolkit)	Add document Merge document
	nud document intege document