

Silkroad Recruiting: Offer Approval Training

Training for Budget and Provost

(FOR SECURITY PURPOSES, WHEN OPENHIRE IS INACTIVE FOR 60 MINUTES, YOU WILL BE TIMED OUT. YOU WILL RECEIVE AN ERROR MESSAGE – USE A DIFFERENT BROWSER TO CONTINUE)

What is the Offer Approval in Silkroad Recruiting?

In the Silkroad Recruiting recruitment process, HR will be responsible for creating offer letters. Before the offer letter is generated and sent to the candidate, the offer must first go through an offer approval process. During the creation of the offer, HR inputs the names of individuals who will be reviewing and approving the offer details prior to the offer letters being sent.

The offer approval request is sent via email to the reviewers and includes the details of the offer, the names and approval status of other approvers and an option to approve or reject the offer approval request.

Who will be Responsible for Approving an Offer in Silkroad Recruiting?

The following will have responsibility approving an offer:

Staff/Admin Reviewers:

Reviewer No. 1 Budget xubudget@xavier.edu
Reviewer No. 2 HR Business Partner

Faculty Reviewers:

Reviewer No. 1 Budget xubudget@xavier.edu
Reviewer No. 2 Provost xuprovost@xavier.edu
Reviewer No. 3 HR Business Partner

All reviewers will be required for the offer approval.

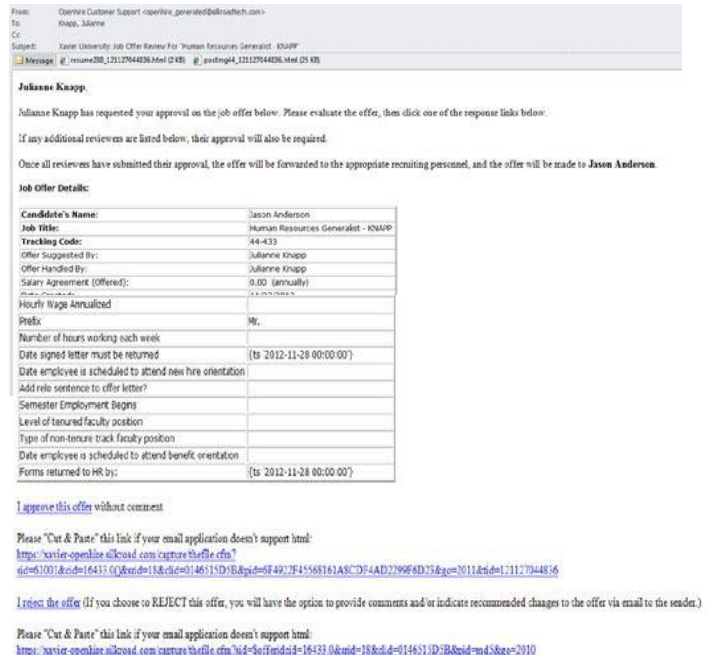
What is Included in the Approval Request Email?

The email includes:

- Details of the offer, to include expected start date, offered salary amount and name of supervisor.
- Names and approval status of other approvers
- **Approve** and **Reject** link.

The approval request email will come from **Silkroad Recruiting Customer Support** with a subject line of **'Xavier University: Job Offer Review 'Job Title.'**

Below is an example of the approval request email:



From: Openhire Customer Support <openhire_generated@silkradtech.com>
 To: knapp, julianne
 Cc:
 Subject: Xavier University Job Offer Review For Human Resources Generalist - KNUAPP
 Message: @_return202,1212704426.html (2 KB) @_posting4,1212704426.html (25 KB)

Julianne Knapp

Julianne Knapp has requested your approval on the job offer below. Please evaluate the offer, then click one of the response links below.

If any additional reviewers are listed below, their approval will also be required.

Once all reviewers have submitted their approval, the offer will be forwarded to the appropriate recruiting personnel, and the offer will be made to Jason Anderson.

Job Offer Details:

Candidate's Name:	Jason Anderson
Job Title:	Human Resources Generalist - KNUAPP
Tracking Code:	44-433
Offer Suggested By:	Julianne Knapp
Offer Handled By:	Julianne Knapp
Salary Agreement (Offered):	0.00 (annually)
Hours (Per Week):	37.5 (hours/week)
Hourly Wage Annualized:	
Prefix:	HR
Number of hours working each week:	
Date signed letter must be returned:	(to 2012-11-28 00:00:00)
Date employee is scheduled to attend new hire orientation:	
Add note sentence to offer letter?	
Semester Employment Begins:	
Level of tenured faculty position:	
Type of non-tenure track faculty position:	
Date employee is scheduled to attend benefit orientation:	
Forms returned to HR by:	(to 2012-11-28 00:00:00)

[I approve this offer without comment](#)

Please "Cut & Paste" this link if your email application doesn't support html:
<https://xavier-openhire.silkrad.com/capture-the-file.cfm?cid=61001&cid=1643310&cid=18&cid=0146511D3B&cid=md3&ge=2010>

[I reject the offer](#) (If you choose to REJECT this offer, you will have the option to provide comments and/or indicate recommended changes to the offer via email to the sender.)

Please "Cut & Paste" this link if your email application doesn't support html:
<https://xavier-openhire.silkrad.com/capture-the-file.cfm?cid=61001&cid=1643310&cid=18&cid=0146511D3B&cid=md3&ge=2010>

Steps to Approve or Reject an Offer:

1. Carefully review all of the information included in the approval request.
2. Once you have completed your review, click on either: **I approve this offer** or **I reject the offer** link within the email.

Important Note:

If you are approving an offer you will not have the option to provide comments to HR.

If you are rejecting an offer you will need to **email** the HR Business Partner with specific reasons for the rejection.

Next Steps if an Offer is REJECTED:

If an offer is rejected, the reviewer needs to email the HR Business Partner with a detailed reason as to why (i.e. Offered Salary is only \$45,000 not \$50,000).

The reviewer's approval status will automatically update in Silkroad Recruiting to **Rejected with Reason**. In this case the process is suspended until the reason for the rejection is addressed.

Once HR has received the email, they will need to make the appropriate changes and resend a new approval request email back to the reviewer.

Important Note:

Reviewers should review all emails from "SilkRoad Recruiting Customer Support" thoroughly as changes/revisions will not be specified.

Next Steps once an Offer is APPROVED:

If the offer is approved, no further action is required by the reviewer.

The offer approval process is setup to run through sequential order automatically. Once reviewer no.1 (HRBP) has approved the request, the status will update in SilkRoad Recruiting to **Approved** and an email is automatically sent to reviewer no.2 (Dept. Head) and so on.

Once the offer is approved the review process will continue and an email will be sent to the next reviewer.

What Happens Next?

Once you complete your review and the offer has been approved your role in the offer approval process is complete. Once all reviewers have approved the offer, an email will automatically be sent to HR notifying them that the offer letter is ready to be generated.

The division and department heads will be cc: on the offer letter that is emailed to the candidate.
