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:
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.

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.

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.

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.