

## JOB REC – ADDING NOTES

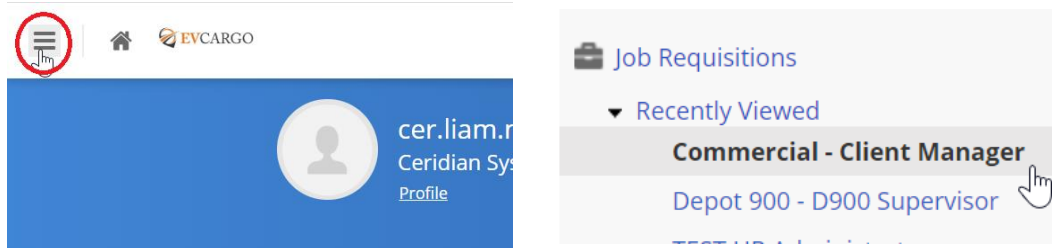
Once an offer has been made and accepted by the candidate, the hiring manager will get a notification advising them to add offer details into the candidates notes section.

To add details into the candidate notes section. Once logged in click the main menu.

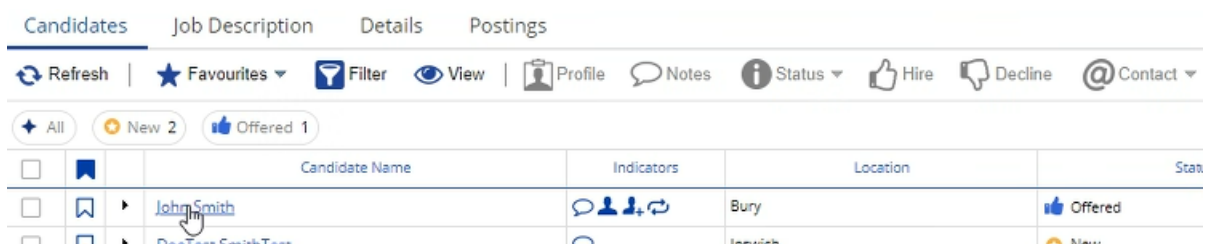
Once you have opened the main menu, select recruiting on the menu. Select the job requisition you wish to review applications on.

Please copy and paste template to add to the candidates notes on the system with so that People Services can initiate official offer -

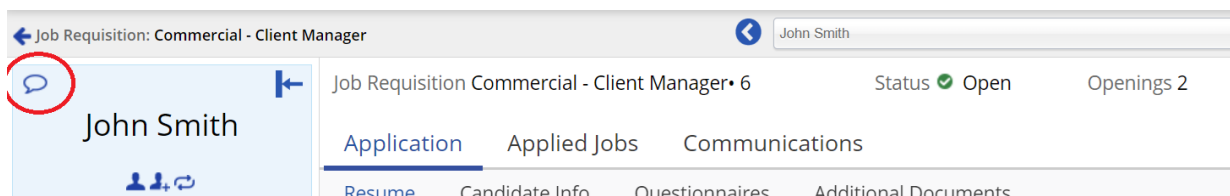
Start date:  
Division:  
Job Title:  
Grade:  
Reports to (include job title):  
Salary: Please confirm if hourly, weekly or annual rate of pay  
Car Allowance:  
Additional Payments:  
Days of work:  
Hours per week:  
Additional information, if applicable:



On the candidates tab, click the name of the candidate you would like to add the offer notes against, this will bring you to that candidates profile screen.



Click the speech bubble in the top left.



Paste in and complete the template that you were sent and click 'Post'. This will now give access for People Services to see the offer details.

