

## Hiring Manager: Accessing Offer Letters in PeopleAdmin

The screenshot shows the top navigation bar of the Applicant Tracking System. The 'Applicant Tracking System' module is highlighted. The 'Hiring Proposals' dropdown menu is open, with 'Staff' selected. The 'User Group' dropdown menu is also open, showing 'Hiring Manager' as the selected user group.

- User Group: Hiring Manager
- Module: Applicant Tracking System
- Click on Hiring Proposals and select Staff

The screenshot shows the header of the 'Staff Hiring Proposals' page. The navigation bar includes 'Home', 'Postings', and 'Hiring Proposals'. Below the navigation bar, the breadcrumb 'Hiring Proposals / Staff' is visible.

## Staff Hiring Proposals

To add a new column to the search results, select the column from the drop down list.

The screenshot shows the search bar with a 'Saved Searches' dropdown, a search input field, a 'Search' button, and a 'More Search Options' dropdown.

- Enter the candidates name and click Search

"Default Hiring Proposal Search" 9							Actions
	Employee Last Name	Employee First Name	Operating Title	Department	Hiring Proposal Workflow State	Created Date	(Actions)
<input type="checkbox"/>					Offer Letter Accepted	August 09, 2021 at 10:46 AM	Actions

- To open the hiring proposal, click on the Employee Last Name

The screenshot shows the navigation bar for the Hiring Proposals page, with 'Home', 'Postings', and 'Hiring Proposals' options.

### Part Time Hiring Proposal: [Redacted] (Staff)

Current Status: Offer Letter Accepted

Position Type: Staff

Department: UNH [Redacted]

Applicant: [Redacted]

Posting: F [Redacted]

Position Description: [Redacted]

Created by: [Redacted]

Owner: Onboard Specialist

Summary

History

Offer Letter

Status: Offer Letter Completed

- Navigate to the Offer Letter tab to view and/or download the completed offer letter.