How to Approve an Offer Letter

1. Go to Recruit > Recruiting Approvals



**Recruiting Approvals** displays pending and past requisitions and offer letters. From here, you can review the candidate’s qualifications, requisition and offer letter by pressing the hyperlinks and icons.

1. Press the Offer icon to review the letter.
2. Select the checkmark to record your approval, or strikeout to reject. Once you have approved the offer, you can add comments.
3. Press Submit to record your approval.
4. You can see the progress of the offer letter approvals from the Recruiting Approvals screen. Any approvals or denials will show along with approver’s comments.