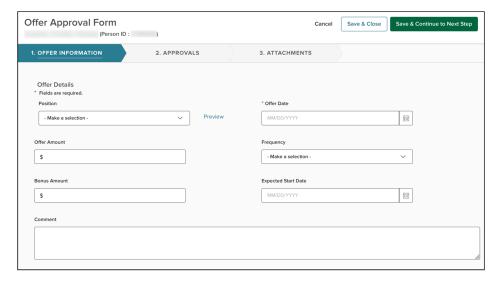


4.1 Making an Offer

Congratulations, you are ready to make a formal offer! Before making the formal offer, you must request that OHRM perform an equitable salary review, then you can make the formal offer.

- 1. Submit a request to OHRM to perform the equitable salary review by moving the candidate to the *Pending salary Equity Analyst Review*.
- 2. When you receive the approval from OHRM, you can now make the formal offer. Select the *Action* status of *Moved to Offered*. Once you do this, the *Offer Approval Form* will pop out. Fill in the required fields and any others that you need to fill out for the position. Click *Save & Continue to Next Step* green button.



- 3. The "Approval" step is not utilized at this time. Click Save & Continue to Next Step green button.
- 4. Attachments are not needed for this step. Click the Save & Submit green button.



Pg.25 V 1.0