

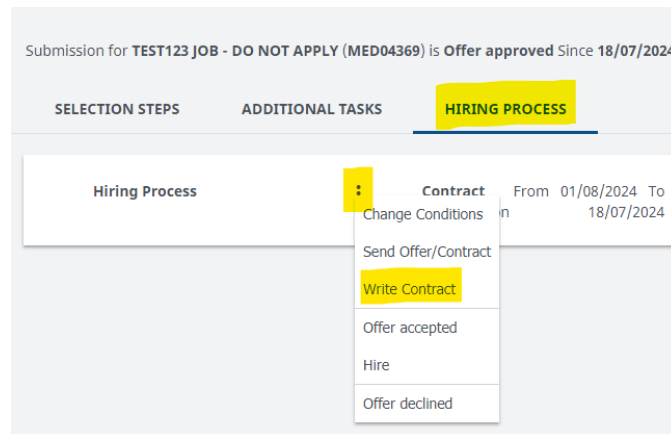
Submitting an offer for approval via selection steps

Certain departments/faculties at the College still require any offer approval requests to be sent via a selection step rather than completing the offer conditions form and requesting approval via this route.

Please see below for further instructions on how request offer approval this alternative way.

1. Download the 'old' offer details document

Please go to the hiring process tab, click on the three dots and select **write contract**



In the pop-up that appears please select the option **Offer Approval Request** (as shown below) and at the very bottom of this page please hover over **Download Merged** and select as DOCX

NAME	DESCRIPTION	LANGUAGE	ORGANISATION
<input checked="" type="radio"/> Offer Approval Request (MED)	Offer approval with Department, Finance and Research	English (UK)	MED
<input type="radio"/> Chase New Starter Documents (MED)		English (UK)	MED
<input type="radio"/> Conditional Offer Letter (MED)		English (UK)	MED
<input type="radio"/> Cover Letter Existing Employee (MED)		English (UK)	MED
<input type="radio"/> Cover Letter New Staff (MED)		English (UK)	MED
<input type="radio"/> Merge details - Academic (Non Clinical) Lecturer and SL (MED)		English (UK)	MED
<input type="radio"/> Merge details - Academic (Non Clinical) Reader Associate and Full Professor (MED)		English (UK)	MED
<input type="radio"/> Merge details - Academic Assistant Professor (MED)		English (UK)	MED
<input type="radio"/> Merge details - Assistant Teaching Fellow and Teaching Fellow (MED)		English (UK)	MED
<input type="radio"/> Merge details - CRF and Clinical Lecturer(MED)		English (UK)	MED
<input type="radio"/> Merge details - Horizon 2020 Marie Sklo Curie (MED)		English (UK)	MED
<input type="radio"/> Merge details - PTO LT Level 1a (MED)		English (UK)	MED
<input type="radio"/> Merge details - PTO LT Level 1b-3b (MED)		English (UK)	MED
<input type="radio"/> Merge details - PTO LT Level 4-5 (MED)		English (UK)	MED
<input type="radio"/> Merge details - PTO LT Level 6-7 (MED)		English (UK)	MED

page 1/2 > >| Go to page

SAVE IN CANDIDATE DOCUMENTS CANCEL **DOWNLOAD MERGED**

as DOCX
as DOC
as PDF

2. Attach this offer approval request document onto the *candidate documents* on TalentLink

Please click on the three dots on the main candidate page and select **documents**

GABRIELA TEST 3

CANDIDATE PACK CONTACT BY EMAIL LINK TO JOB

Submission for TEST123 JOB - DO NOT APPLY (MED04369) is Offer approved Since 18/07/2024

OTHER CANDIDATES

SELECTION STEPS ADDITIONAL TASKS HIRING PROCESS

Hiring Process Contract Approved on 01/08/2024 To 18/07/2024 Update Dates by Sinu Gabriela Version #1

OTHER CANDIDATES

Mark/Unmark for Archiving

Documents Candidate

Documents

Cost Tracking

Candidate History

On the next page, please click on the three dots again and select **add document**:

GABRIELA TEST 3

CANDIDATE PACK CREATE A DIVERSITY DOCUMENT DELETE CANDIDATE

1 items page 1/1 Go to page

<input type="checkbox"/>	DOCUMENT	LAST UPDATE DATE - AUTHOR	JOB CONTEXT
<input type="checkbox"/>	Candidate Summary	18/07/2024	-
<input type="checkbox"/>	Interview for the position of TEST123 JOB - DO NOT APPLY Ref: MED04369	16/07/2024 - Gabriela Sinu	TEST123 JOB - DO NOT APPLY

Add document

Add document

Delete Document

Edit Properties

Contact ...

Send ...

In the pop-up that appears please click **select file** and upload the offer approval request document you previously downloaded

Under **document name** please type *offer approval request document (ref. XXXXXXX)*


Under **document type** please select *other*

Under **application context** please select the correct reference number

Under **document security** please select *application security*

Then click **SAVE**

ADD DOCUMENT ✕

 **Select file** TEST 3_GABRIELA_offer_letter.docx ✓

File types we accept: .bmp, .doc, .gif, .jpeg, .jpg, .msg, .odg, .odp, .ods, .odt, .pdf, .png, .rtf, .tif, .tiff, .text, .txt, .xls, .docx, .xlsx, .xlsm, .ppt, .pptx, .sxw, .wpd.
Maximum file size: 51200 kB

Document Name

File name will be used when no custom document name is provided.

Document Type

Document Language

Application context required

Link document with an application. Only users with access to this application will be able to see this document. Application context is required when 'Application security' is selected in Document security field.

Document Security



CANCEL SAVE

Once the document has been successfully uploaded you will be able to view it on this page:

GABRIELA TEST 3 CANDIDATE PACK CREATE A DIVERSITY DOCUMENT DELETE CANDIDATE ...

853851 ☆ ✎

PREFERRED LANGUAGE
English (UK) 2 Items page 1/1 Go to page

<input type="checkbox"/>	DOCUMENT	LAST UPDATE DATE - AUTHOR	JOB CONTEXT
<input type="checkbox"/>	Candidate Summary	18/07/2024	-
<input type="checkbox"/>	 offer approval request document (ref. MED04369)	18/07/2024 - Sinu Gabriela	TEST123 JOB - DO NOT APPLY
<input type="checkbox"/>	 Interview for the position of TEST123 JOB - DO NOT APPLY Ref: MED04369	16/07/2024 - Gabriela Sinu	TEST123 JOB - DO NOT APPLY

ONE ██████████

AIL ██████████ ★

DRESS

3. Submitting the offer approval request document via selection steps

On the main candidate page please go to the **selection steps tab**, click on the 3 dots next to the **Offer Approval 1** step and select **start**

GABRIELA TEST 3

ID: 853851

Submission for TEST123 JOB - DO NOT APPLY (MED04369) is Offer approved Since 18/07/2024

SELECTION STEPS ADDITIONAL TASKS HIRING PROCESS

- Submission Details: Submission date: 12/07/2024 12:35 Europe/London by Sinu Gabriela, Sourcing Channel: Talentlink, Application consent given
- Prescreening: Closed (Sinu Gabriela) Decision: Proceed
- Panel Decision: Closed (Sinu Gabriela) Decision: Proceed
- Telephone Interview: (Unassigned)
- Interview 1: Closed (Sinu Gabriela) Decision: Proceed, 16/07/2024 10:08 Europe/London Created By Gabriela Sinu
- Interview 2: (Unassigned)
- Saville Assessment 1: (Unassigned)
- Saville Assessment 2: (Unassigned)
- Offer Approval 1**: Start
- Offer Approval 2: Perform

In the pop-up please ensure you select **SEND TASK** (as shown below) and enter the email address of the approver

ASSIGN OFFER APPROVAL 1
GABRIELA TEST 3 for TEST123 JOB - DO NOT APPLY

ASSIGN STEP

Due date: dd/mm/yyyy

Schedule date: dd/mm/yyyy

Receive notification when complete: Yes No

Assign to: Assign Task **Send Task**

g.sinu@imperial.ac.uk

Please enter at least one valid Email address.

There is no need to amend the subject name or email template as this has already been embedded in this step.

Please ensure to **tick** the *offer approval request document* towards the bottom of this page and then click **SUBMIT**

ATTACHMENTS

- All documents submitted by the applicant for this job
- All documents submitted for this job
- Interview for the position of TEST123 JOB - DO NOT APPLY Ref: MED04369
- offer approval request document (ref. MED04369)
- All Feedback Reports created during this Selection Process
- Candidate most recent CV
- Personal Information
- All Documents

EMAIL ATTACHMENTS

ADD A NEW DOCUMENT

CANCEL

SUBMIT

Once submitted you will be able to see this completed task next to the step

Offer Approval 1	⋮	Submitted (g.sinu@imperial.ac.uk) 18/07/2024 14:35 Europe/London Created By Sinu Gabriela	✉ Offer Approval for the position of TEST123 J...
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Once approval has been granted by the approver you will also be able to see this next to this step

Offer Approval 1	⋮	Completed (Sinu Gabriela) 18/07/2024 14:36 Europe/London Created By Sinu Gabriela 18/07/2024 14:35 Europe/London Created By Sinu Gabriela	📄 IC Offer Approval Form ✉ Offer Approval for the position of TEST123 J...
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Please confirm your approval for us to make this candidate an offer for the role specified in the email communication. *

- Yes
- No

Please give any additional comments below: