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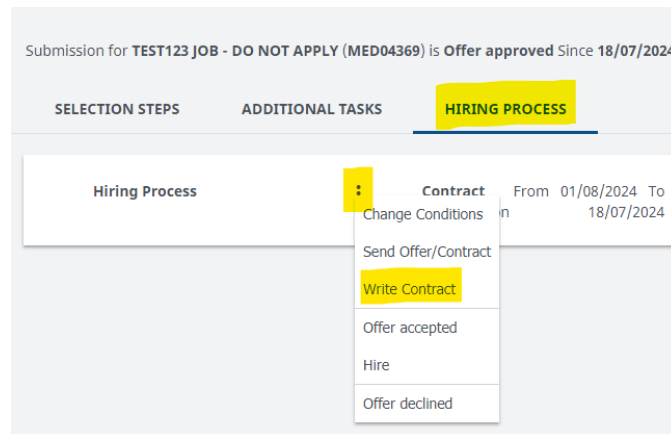
In the pop-up that appears please select the option **Offer Approval Request** (as shown below) and at the very bottom of this page please hover over **Download Merged** and select as DOCX

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

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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**

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

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**

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

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**

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

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

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... |

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... |

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: