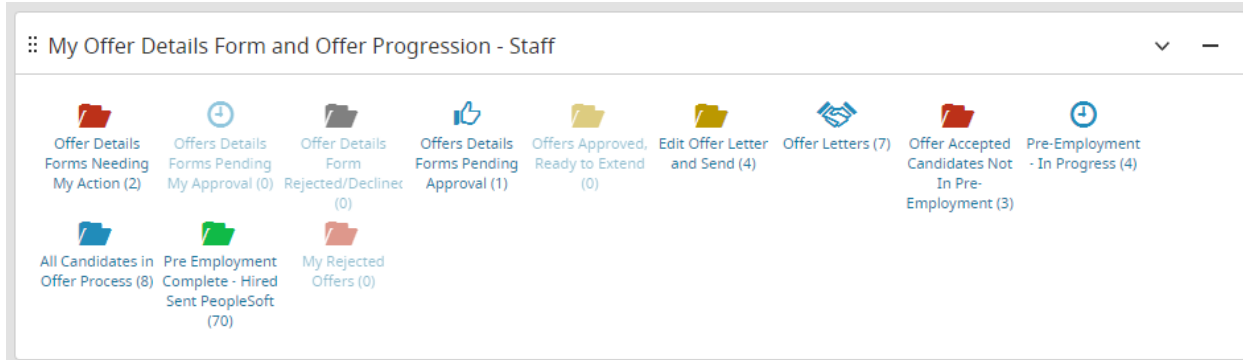


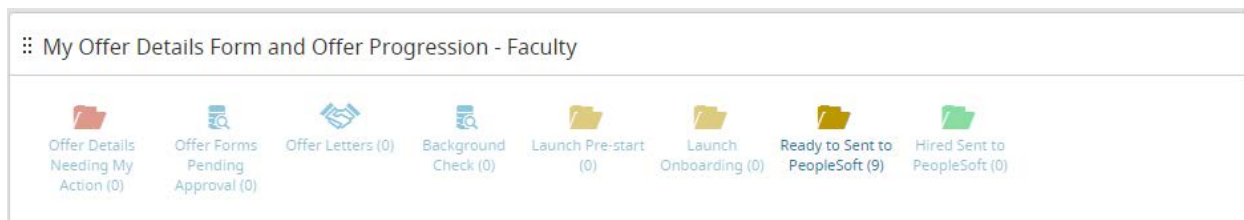
Offer Progression Panels



- Offer Details Forms Needing My Action: Displays Offer Details Forms that have been routed to you and need to be completed.
- Offer Details Forms Pending My Approval: Displays Offer Details Forms pending **your** approval.
- Offer Details Form Rejected/Declined: Displays Offer Details Form that were not approved.
- Offer Details Forms Pending Approval: Displays Offer Details Forms **pending another user's** approval.
- Offers Approved, Ready to Extend: Offer Details Form has been completed and approved.
- Edit Offer Letter and Send: Offer has been approved, no offer letter has been sent out.
- Offer Letters: Displays all candidates who have been sent an offer letter. Shows if letter is signed or unsigned and if the Confidential Data Form is completed or incomplete (blank).
- Offer Accepted, Candidates Not In Pre-Employment: Offer letter is signed, no New Hire Checklist has been created.
NOTE: The New Hire Checklist is created by Central HR and is only created once it is within 30 days of the new hire's start date.
- Pre-Employment In Progress: New Hire Checklist is created; here you can view the status of the new hire's pre-employment progress.
- All Candidates in Offer Process: Any candidate that is in a Post Offer status. This widget was designed to be a "catch all" and displays all candidates in the offer process.
- Pre-Employment Completed – Hired Sent to PeopleSoft: New hire has been submitted to Data Services for processing.
NOTE: In order for a new hire to appear in PeopleSoft the I9 must be verified. Data Services will not key in a new hire prior to the start date.
- My Rejected Offers: Displays candidates who have been extended an offer, but the offer was not accepted.



- Pre-Employment In Progress: New Hire Checklist is created; here you can view the status of the new hire’s pre-employment progress.
- Offer Letters: Displays all candidates who have been sent an offer letter. Shows if letter is signed or unsigned and if the Confidential Data Form is completed or incomplete (blank).
- Pre-employment Completed – Hired Sent to PeopleSoft: New hire has been submitted to Data Services for processing.
NOTE: In order for a new hire to appear in PeopleSoft the I9 must be verified. Data Services will not key in a new hire prior to the start date.
- Future Term Date: Displays temps with a term date in the next 30 days.



- Offer Details Needing My Action: Displays Offer Details Forms that have been routed to you and need to be completed.
- Offer Forms Pending Approval: Displays Offer Details Forms pending approval.
- Offer Letters: Displays all candidates who have been sent an offer letter. Shows if letter is signed or unsigned and if the Confidential Data Form is completed or incomplete (blank).
- Background Check: Displays candidates who have been submitted for background check, as well as complete or incomplete (blank) status.
- Launch Pre-start: Displays candidates who are ready to be pre-started.
- Launch Onboarding: Displays candidates who are ready to be submitted to onboarding.
- Ready to Send to PeopleSoft: Displays candidates who are ready to be hired in PeopleSoft.
- Hired Sent to PeopleSoft: Displays candidates who have been submitted to Data Services to be keyed into PeopleSoft.