

## 7. PREPARE AND EXTEND AN OFFER

When you select an applicant to hire, you need to prepare and extend an offer of employment. To accomplish this, you need to know how to perform certain key activities in Hiring Center, the new Staffing tool, including: how to prepare and route offer details for approval, approve offer details, and create and print and/or e-mail the offer letter. Information on how to complete these activities is covered in the proceeding sections.

### Key Activities Covered In This Section

#### A. Preparing And Routing Offer Details For Approval

After the Hiring Authority interviews and selects a prospective applicant to hire, the Hiring Authority needs to prepare and extend an offer of employment. Preparing the offer involves first establishing the offer details including: the specific terms of employment, for example the position title and base pay and the expected start date associated with the position. Once the offer details are prepared, they must be routed for approval to the appropriate people. Hiring Authorities can use Hiring Center to route the offer details electronically to the designated approvers.

#### B. Approving Offer Details

Once the offer details have been routed for approval, the designated approvers can login to Hiring Center to review and approve them. Each individual who is specified as an approver must review and approve the offer letter before it is finalized and sent to the prospective applicant. The Hiring Authority can then use Hiring Center to track if and when the offer details were approved and by whom.

#### C. Creating and Printing/E-mailing an Offer Letter

After the offer details have been prepared, routed, and approved, the Hiring Authority can either print and mail or e-mail the offer letter to the applicant. The Hiring Authority is responsible for sending the offer letter to the applicant and obtaining the applicant's decision to accept or decline the offer.

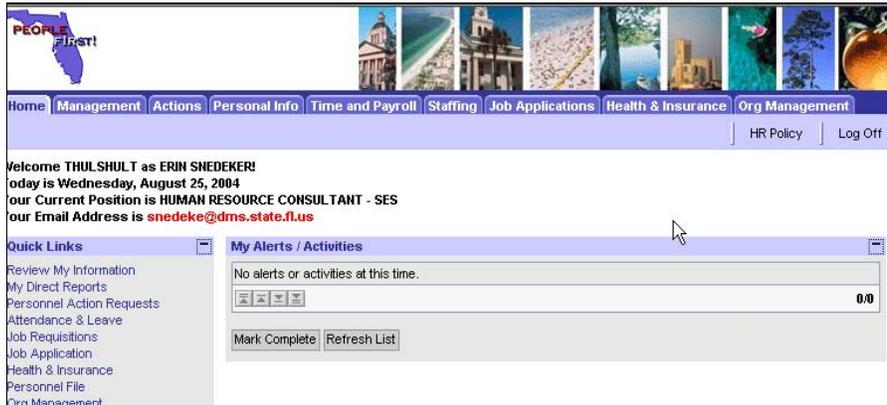
**Important Terms & Concepts You Need To Know**

- **Applicant** – A person who submits a State of Florida application. The application may either be submitted to apply for a specific position or to indicate interest in an employment opportunity for any occupation within the State of Florida. There are three types of applicants. Each type is defined by the type of employment opportunity they can apply to:
  - ✓ Applicants who can apply to Internal Agency Opportunities are those currently employed by the Agency, including OPS employees.
  - ✓ Applicants who can apply to State Personnel System Opportunities are those who are currently employed within the State Personnel System.
  - ✓ Any person can apply to an External Opportunity.
- **Button** – A box that can be clicked to perform a certain action within the system.
- **Candidate** – An applicant who has been selected for an interview. For the purposes of Hiring Center, the new Staffing tool, the term Candidate is not used. Applicant is used from when an individual submits an application to when they are provided with an offer of employment.
- **Check Box** – A box which when clicked indicates that a certain action should be performed against the entity next to it. When the box is clicked, it is filled with a black check mark.
- **Default** – When information within a field is pre-populated.
- **Drop Down Box** – A field that has a list of options from which to choose. A drop down box is usually indicated by having a set of arrows on its side.
- **Field** – A place in the system where free-form text can be entered.
- **Hiring Authority** – State management employee responsible for the selection and hiring of candidates who has authority to extend offers of employment. The Hiring Authority works in concert with specialists to ensure that proper sourcing and recruitment functions are followed. The Hiring Authority is also the individual who is the Manager/Supervisor of the position on the organizational structure.
- **Hiring Center** – An integrated and automated applicant tracking system that helps users organize and share information used to support the Staffing process.
- **HTML** – An Internet-based language that is used to display information as it would appear on a web site. An e-mail notification can either be sent in plain text or HTML, depending on the applicant's preference. In either case, the information contained in the notification would be the same.
- **Letter** – There are various types of letters that you can send to an applicant or candidate throughout the Staffing process, such as offer and rejection letters.
- **Link** – A word or set of words which, when clicked, direct you to specific information.
- **Login** – The process of identifying yourself within the system. This typically includes providing a User ID and Password. To perform most activities within the People First system, you only need to login to the system once. This is referred to as single sign-on. The only exception to single sign-on is when you are applying for an employment opportunity.

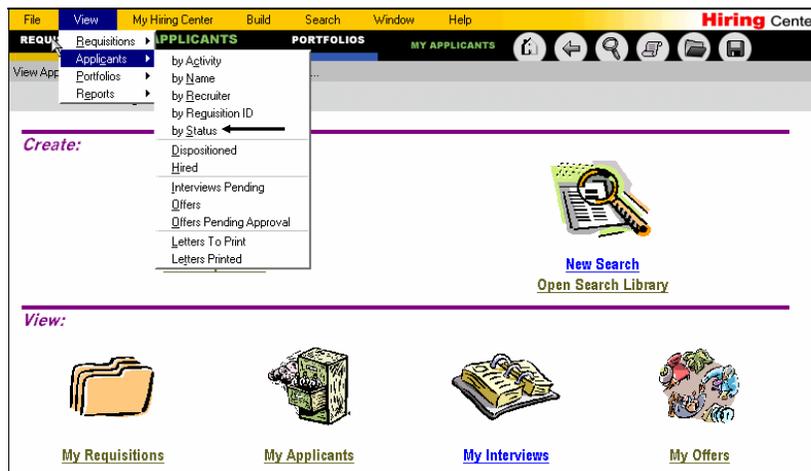
- **Menu** – A drop-down list of options that appear when you click on a given word within the system.
- **Navigate** – How you move from screen to screen within the system.
- **Note** – A piece of information that is indicated on an applicant or candidate. Notes are a helpful way to convey important information to multiple individuals involved in the Staffing process.
- **Notification** – An e-mail that is sent to an individual informing and/or reminding them of a certain activity or piece of information.
- **Offer Details** – The key pieces of information that are used to populate an offer letter.
- **Offer Letter** – A written contractual agreement of employment between the State of Florida and a prospective hire that provides the specific terms of employment, including the position, title, salary, and expected start date.
- **Offer Package** – Materials sent to a candidate selected for hire. The package should include the formal offer letter and any supplemental information, relevant to the position or candidate.
- **People First Web Site** – One of the self-service tools available to perform key human resources-related activities. You can access the People First web site by going to <https://peoplefirst.myflorida.com>.
- **Pre-Populate** – When the system automatically enters information in a field so you do not have to enter it yourself.
- **Radio Button** – A circle that can be clicked on to indicate a specific choice. When the circle is clicked, it is filled with a black dot.
- **Recruiting Team** – Individuals who are involved in the staffing process for a specific requisition. Members of the recruiting team can be involved in approving the requisition, interviewing candidates or approving an offer for a candidate.
- **Requisition** – A request to fill a vacant position or to advertise to fill a vacancy.
- **Scroll** – Refers to using the bar on the right-hand side of the screen to move up and down on a page or screen.
- **Tab** – A place on a screen that you can click to access specific information.
- **Template** – A predefined format for a specific document. Templates are then customized by entering key pieces of information.
- **Toolbar** – A group of tools that you can use to navigate the system.
- **Work Schedule** – Established work hours and schedule including optional break times for different groups of Employees.

## A. How Do I Prepare And Route Offer Details For Approval?

- In order to prepare offer details, you first need to login to the People First web site. Once you login, you are directed to the People First Home Page, which is shown below. On the People First Home Page, click on the **Staffing** tab. This directs you to the Hiring Center Home Page.
  - For more detailed information about how to login and navigate the People First web site, please reference the *Navigating the People First Web Site* activity.



- In Hiring Center, click **View | Applicants | By Status** from the Hiring Center toolbar shown below.



- You are directed to the **Applicants By Status** screen, as shown below. Click on the **Applicant Name** to access the applicant for whom you want to view offer details.
  - If you have a long list of applicants, you can search for a specific applicant by selecting the radio button next to the search criteria you are using, entering either the **Status** or the **Applicant Name** in the search bar and clicking **Find**.

Applicant Name	Req ID-Position	Current Activity (Status)	Created	# Letters/Notes
Bali, Belle (E)	Admin05 ACCOUNTANT I	Applicant Identified (Active)	4/24/2003	0 / 0
Bali, Belle (E)	Child09 ABUSE REGISTRY SUPERVISOR - SES	Applicant Identified (Active)	4/24/2003	0 / 0
Brooks, Bobby (E)	Admin05 ACCOUNTANT I	Applicant Identified (Active)	4/24/2003	0 / 0
Brooks, Bobby (E)	Child09 ABUSE REGISTRY SUPERVISOR - SES	Applicant Identified (Active)	4/24/2003	0 / 0
Deutch, Peggy (E)	Admin06 ACCOUNTANT I	People First: Prepar... (Pending)	4/22/2003	6 / 0
Higgins, matt (E)	Admin05 ACCOUNTANT I	Route Portfolio (Completed)	4/23/2003	1 / 0
Horne, Mary (E)	Admin05 ACCOUNTANT I	Applicant Identified (Active)	4/24/2003	0 / 0
Horne, Mary (E)	Child09 ABUSE REGISTRY SUPERVISOR - SES	Applicant Identified (Active)	4/24/2003	0 / 0
Jones, Web (E)	Admin05 ACCOUNTANT I	People First: Prepar... (Completed)	4/24/2003	0 / 0
Jones, Web (E)	Child09 ABUSE REGISTRY SUPERVISOR - SES	Complete Interview F... (Completed)	4/24/2003	0 / 0

On this screen, you can view each applicant and identify where they stand in the Staffing process. For example, Belle Ball has been identified as an Accountant I position.

4. You are then directed to the **Details** tab for the applicant you selected. A portion of the Details tab is shown below. Click on the activity **HM: Applicant Selection Checklist**.

- On the Details tab, you can see each of the activities that need to be performed for the applicant you selected. For each activity, you can see the status, the date that the last action was taken against that applicant and who the action was taken by.

Activity	Status	Date	Updated By
Pre-Screening Form			
Conduct Checks (Employment, Lic/Certs & Educat...			
State: Additional Checks	In Progress	6/3/2003	Monika Means
Create Interview Schedule			
Complete Interview Feedback Form			
HM: Applicant Selection Checklist			
People First: Prepare Offer Details			
Send Offer Approval Notifications			
State: Create & Send Offer Letter			
Applicant Response to Offer	Accepted	6/3/2003	Monika Means
Hire Applicant	Unhired	6/3/2003	Monika Means
Applicant Started	No Show	6/3/2003	Monika Means
Change Applicant Disposition	Undispositioned	6/3/2003	Monika Means
Attach to Another Requisition			

A red "x" indicates that the activity is contingent on the completion of the preceding activity. For activities marked with a red "x", there is no hyperlink until the preceding activity is completed. For example, you cannot create & send an offer letter until you sent the offer details through the approval process. Move your mouse over the red "x" for more information.

5. On the **Activity Update** screen, shown below, click **Yes** on the corresponding radio button and click **Ok**.

- The **Applicant Selection Checklist** is a list of items that a Hiring Authority should consider prior to making an offer of employment to an applicant. Items on the checklist include considering the recall pool, veterans' preference requirements and the licensure, certification and registration requirements of the position.

The screenshot shows the 'Activity Update' dialog box in the Hiring Center. The title bar includes 'File', 'View', 'My Hiring Center', 'Build', 'Search', 'Window', and 'Help'. The main menu has 'REQUISITIONS', 'APPLICANTS', 'PORTFOLIOS', and 'MY REQUISITIONS'. The dialog content is as follows:

Activity Name:	HM: Applicant Selection Checklist
Current Status:	Yes
Updated On:	4/26/2003
Updated By:	Monika Means
Description:	Did you check/consider: the recall pool; adversely affected employees; demotion, reassignment, transfer & promotion requests; Veterans' Preference; EO goals; KSAs; education, licenses/certification; job accommodation;
Update Status To:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Buttons: ok, cancel

6. Click on **People First: Prepare Offer Details** on the **Details** tab. On the **Activity Update** screen, which is displayed below, update the status of the activity to **Pending** by clicking on the corresponding radio button and click **Ok**.

The screenshot shows the 'Activity Update' dialog box in the Hiring Center. The title bar includes 'File', 'View', 'My Hiring Center', 'Build', 'Search', 'Window', and 'Help'. The main menu has 'REQUISITIONS', 'APPLICANTS', 'PORTFOLIOS', and 'MY REQUISITIONS'. The dialog content is as follows:

Activity Name:	People First: Prepare Offer Details
Current Status:	Completed
Updated On:	4/23/2003
Updated By:	Monika Means
Description:	Enables the Offer section on the Applicant document for data entry. Select the CSR as the 1st level approver for the offer.
Update Status To:	<input type="radio"/> Pending <input checked="" type="radio"/> Completed

Buttons: ok, cancel

7. You are then directed to the **Offer** tab, a portion of which is shown below. Fill in any information that is missing.

Deleted: Click on the

- Information is pre-populated on the Offer Details portion of the Offer Tab from the requisition.
- Click **File | Save** from the Hiring Center toolbar to save your information.

Editing selected document... Ed Walsh

Details Interviews Offer Hire Notes & Letters Q & A

Name	Level	Status	Date	Override Name
<b>Offer Details</b>				
Position Title:	ACCOUNTANT I		Preferred Date/Currency:	\$ English (United States)
Pay Band/Pay Range:	\$23,245.68 - \$35,072.64		Hire Date:	06/03/2003
Job Family:			Proposed Base Pay:	
Pay Interval:	Annually			
On-Call Pay:	No			
<b>Location</b>				
Location:	select			
	Bay County			
<b>Agency</b>				
Agency:	select		Agency Manager:	
	DCA - Comm. Affairs			
<b>Work Schedule</b>				
Working Hours (Start):			Working Hours (End):	
Working Days:			Work Shift:	
			Shift Differential:	0
<b>Additional Offer Information</b>				
Pay Interval:				
Bridge:	<input type="radio"/> Yes		Bridge Effective Date:	
	<input type="radio"/> No			

Key field definitions on the Offer tab include:

	Field Name	Field Description
a	Location	Click on the Select button to choose the County in which the person who fills the position will be located.
b	Agency	Click on the Select button to choose the Agency that the position is in. The Agency Manager will default when you select the Agency.
c	Work Schedule	This section captures the work schedule of the position including the days and hours that are required. <ul style="list-style-type: none"> <li>For Working Hours, indicate the starting time and finishing time for the workday, for example – 8:30 a.m. to 5:30 p.m.</li> <li>In the Working Days field, indicate the days of the week that a person in this position would work (e.g., Monday, Tuesday, etc.)</li> </ul>

- Click the **Setup Approvers** button on the portion of the Offer tab shown below to set up the Approver(s) for the offer details.

Document saved: Belle Ball

Details Interviews Offer Hire Notes & Letters Q & A

Offer	Active Applicant	Belle Ball for Admin05
Offer Status		
Status:	Pending	Date: 4/25/2003
Approvers		
	setup approvers	

Here you can view a quick status of the offer.

Click here to setup approver(s) for the offer details.

People First User Guide Version Date: 1/20/2006  
**Note:** An asterisk (\*) denotes a required field a user must complete on the screen.

9. On the **Change Approver List** screen, shown below, click the radio button **Add Approvers for the next sequential level** and click **Go**.

Belle Ball Opened.

**Change Approver List**

Select the action from the list of actions below, check the appropriate approver row, and click on the Go button.

Add Approvers for the next sequential level 00

Approver Name	Level	Status	Date	OverriderName
When finished updating the approvers, click OK button				

10. From the **Add Offer Approvers** screen, shown below, click the check box next to the individual(s) you want to approve the offer and then click **Ok**.

- You can search for a specific individual by entering their last name in the **Last name starts with** search field and clicking **Find**.
- You can also search for additional individuals by clicking the **Next** button to view the next set of individuals.

Editing selected document....Add Offer Approvers

**Add Offer Approvers**

Select Offer Approvers:

Last name starts with:

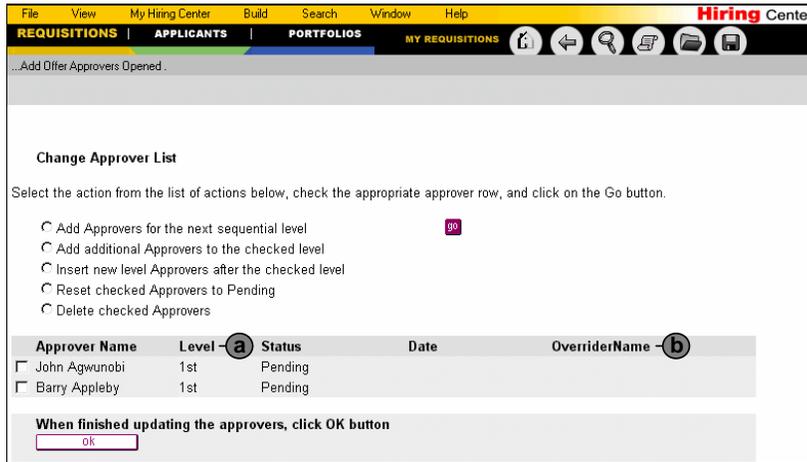
Select:	Name	Agency	Agency	Phone
<input type="checkbox"/>	Administrator, System	Dept of Education (DOE)		
<input type="checkbox"/>	Agwunobi, John	Dept of Health (DOH)	SECRETARY OF HEALTH-HLTH	
<input type="checkbox"/>	Anderson, Stacey	Dept of Corrections (DOC)	OPERATIONS & MANAGEMENT CONSULTANT MGR -	
<input type="checkbox"/>	Appleby, Barry	Dept of Military Affairs (DMA)	STATE QUARTERMASTER-FNG	
<input type="checkbox"/>	Bales, William	Dept of Corrections (DOC)	CHIEF OF RESEARCH AND DATA ANALYSIS-DC	
<input type="checkbox"/>	Barnett, Ernest	Dept of Environ. Protect. (DEP)		
<input type="checkbox"/>	Beall, Laura	Dept of Corrections (DOC)	RESEARCH ASSOCIATE	
<input type="checkbox"/>	Beeman, Mary Jo	Dept of Corrections (DOC)		
<input type="checkbox"/>	Bonasorta, Beverly	Dept of Health (DOH)		
<input type="checkbox"/>	Bortz, Richard	Dept of Transportation (DOT)		

Confirm:

11. After you click Ok, you are presented with the **Change Approver List** screen again, as shown below. Click **Ok** to continue with the approval routing process.

- On this screen, you can make any additional changes to the approval list such as adding additional approvers at various stages of the approval process, resetting the status of an approver or deleting an approver.

To make additional changes to the approver list, click the appropriate radio button, check the approver's name and click Go.



Key field definitions on the **Change Approver List** screen include:

	Field Name	Field Description
a	Level	Approvals can either occur sequentially or in parallel. <ul style="list-style-type: none"> <li>Sequential approvals mean that one individual approves the offer and then it is routed to the next approver and so on.</li> <li>Parallel approvals mean that two or more individuals can review and approve the offer at the same time.</li> </ul> The levels correspond to when the approver is presented with the offer. For example, a 1 <sup>st</sup> level approver would see the offer first before it is presented to a 2 <sup>nd</sup> level approver.
b	Override Name	The Override Name can be used to designate an individual who can override a given approver.

- You are then presented with the **Details** tab again, a portion of which is shown below. On the Details tab, click on the **Send Offer Approval Notifications** link.

Editing selected document... Peggy Deutch

Details Interviews Offer Hire Notes & Letters Q & A

**Applicant Peggy Deutch for Requisition Admin06: ACCOUNTANT I**

**Details Active Applicant Peggy Deutch for Admin06**

**Applicant Information**

Last Name: [Deutch](#) Requisition ID: [Admin06](#)  
 First Name: Peggy Source: External  
 Applicant Status: Active Requisition Status: Open

**Applicant Workflow**

[add](#) [delete](#)

Activity	Status	Date	Updated By
<a href="#">Pre-Screening Form</a>			
<a href="#">Conduct Checks (Employment, Lic/Certs &amp; Educat...</a>			
<a href="#">State: Additional Checks</a>			
<a href="#">Create Interview Schedule</a>	In Progress	4/23/2003	Monika Means
<a href="#">Complete Interview Feedback Form</a>			
<a href="#">HM: Applicant Selection Checklist</a>			
<a href="#">People First: Prepare Offer Details</a>	Pending	4/24/2003	Rachel Shaw
<a href="#">Send Offer Approval Notifications</a>	Completed	4/24/2003	Monika Means

You can click here to begin routing the offer details for approval.

- You are directed to the **Select approvers to notify** screen, shown below. Click the check box next to the name(s) of the approver(s) you want to notify and click **Ok**. Each approver is then sent an e-mail notification alerting them that an offer is awaiting their approval.
  - The approvers listed here are the individuals who you added using the Add Offer Approvers screen in Step #10.
  - For more detailed information on how to approve an offer, please reference the *Approving Offer Details* activity.

Peggy Deutch ... Select approvers to notify

**Select approvers to notify**

Select the Recipients for the Notification Email

Means, Monika --

## B. How Do I Approve Offer Details?

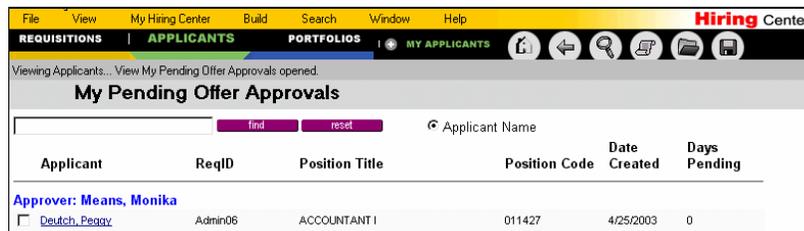
- To approve offer details, login to Hiring Center by clicking on the **Staffing** tab of the People First Home Page and click **My Hiring Center | Offers Pending Approval** from the Hiring Center tool bar, as shown below.

- For more detailed information on how to navigate the Hiring Center Home Page, please reference the *Navigating Hiring Center* topic.



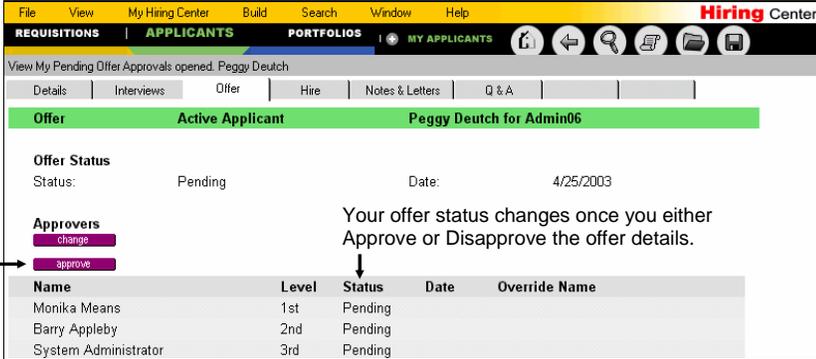
- You are directed to the **My Pending Offer Approvals** screen, as shown below. Click on the name of the applicant for which you want to view the offer details.

- If you have a long list of applicants, you can search for a specific applicant by selecting the radio button next to the search criteria you are using, entering **Applicant Name** in the search bar and clicking **Find**.



- Click on the **Offer** tab, if you are not directed there automatically. A portion of the Offer tab is shown below. Click the **Approve** button.

- If you continue to scroll down on the Offer tab, you can view the offer details. This is a critical step prior to approving or disapproving the offer.

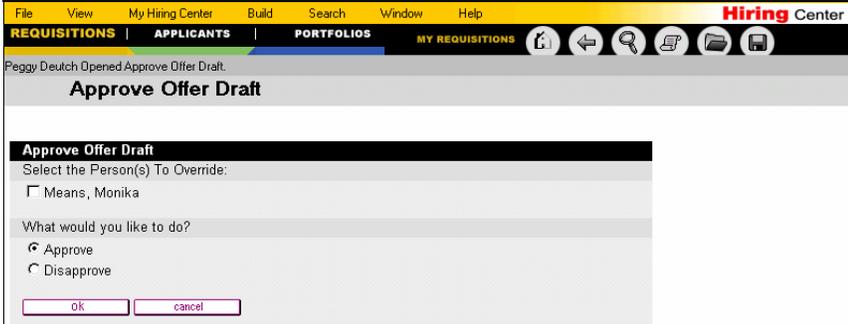


You can click here to approve the offer draft.

Your offer status changes once you either Approve or Disapprove the offer details.

Name	Level	Status	Date	Override Name
Monika Means	1st	Pending		
Barry Appleby	2nd	Pending		
System Administrator	3rd	Pending		

4. Click on either the **Approve** or **Disapprove** radio button from the **Approve Offer Draft** screen shown below and click **Ok**.
  - Your Offer Status, shown above, is then updated from Pending to either Approved or Disapproved.



Peggy Deutch Opened Approve Offer Draft.

### Approve Offer Draft

Approve Offer Draft

Select the Person(s) To Override:

Means, Monika

What would you like to do?

Approve

Disapprove

### C. How Do I Create & Print (Or E-mail) An Offer Letter?

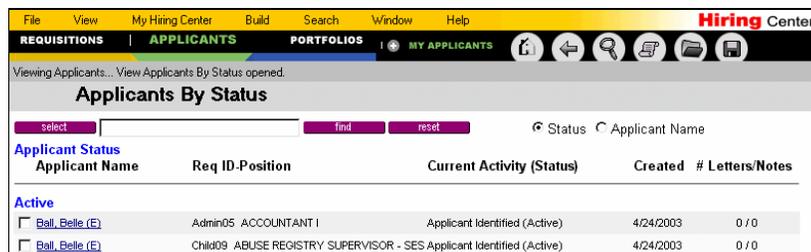
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- Once you have received approval on the offer details, you can create and print and/or e-mail the offer letter. To perform this activity, you need to access Hiring Center by clicking on the **Staffing** tab on the People First Home Page. You are directed to the Hiring Center Home Page. Click **View | Applicants | By Status** from the Hiring Center toolbar shown below.



- You are directed to the **Applicants By Status** screen, as shown below. Click on the **Applicant Name** of the applicant for whom you want to create an offer letter.
  - If you have a long list of applicants, you can search for a specific applicant by selecting the radio button next to the search criteria you are using, entering either the **Status** or the **Applicant Name** in the search bar and clicking **Find**.

On this screen, you can view each applicant and identify where they stand in the Staffing process. For example, Belle Ball has been identified as an applicant for the Accountant I position. →



- You are directed to the **Details** tab for the applicant you selected. A portion of the Details tab is shown below. Click on the activity **State: Create & Send Offer Letter**.
  - On the Details tab, you can see each of the activities that need to be performed for the applicant you selected. For each activity, you can see the status, the date that the last action was taken against that applicant and who the action was taken by.

Editing selected document... Peggy Deutch

Details Interviews Offer Hire Notes & Letters Q & A

**Applicant Peggy Deutch for Requisition Admin06: ACCOUNTANT I**

**Details Active Applicant Peggy Deutch for Admin06**

**Applicant Information**

Last Name: [Deutch](#) Requisition ID: [Admin06](#)  
 First Name: Peggy Source: External  
 Applicant Status: Active Requisition Status: Open

**Applicant Workflow**

[add](#) [delete](#)

Activity	Status	Date	Updated By
<a href="#">Pre-Screening Form</a>			
<a href="#">Conduct Checks (Employment, Lic/Certs &amp; Educat...</a>			
<a href="#">State: Additional Checks</a>			
<a href="#">Create Interview Schedule</a>	In Progress	4/23/2003	Monika Means
<a href="#">Complete Interview Feedback Form</a>			
<a href="#">HM: Applicant Selection Checklist</a>			
<a href="#">People First: Prepare Offer Details</a>	Pending	4/24/2003	Rachel Shaw
<a href="#">Send Offer Approval Notifications</a>	Completed	4/24/2003	Monika Means
State: Create & Send Offer Letter <b>x</b>	Completed	4/24/2003	Monika Means
<a href="#">Applicant Response to Offer</a>	Accepted	4/24/2003	Monika Means
<a href="#">Hire Applicant</a>	Unhired	4/24/2003	Monika Means
Applicant Started <b>x</b>	Started	4/23/2003	Rachel Shaw
<a href="#">Change Applicant Disposition</a>	Undispositioned	4/24/2003	Monika Means
<a href="#">Attach to Another Requisition</a>			

A red "x" indicates that the activity is contingent on the completion of the preceding activity. For activities marked with a red "x", there is no hyperlink until the preceding activity is completed. For example, you cannot create & send an offer letter until you sent the offer details through the approval process. Move your mouse over the red "x" for more information.

- From the **Create Letter** screen, shown below, select the **Letter Template** from the drop down menu and click **OK**. Then, select the **Letter Closing** and the **Return Address** and click **OK**.
  - The letter template that you select is pre-populated on the screen. In this case, you would select the Offer Letter Template, as shown below.

Editing selected document... Select details for creating disposition letters.

**Create Letter**

**Create Letter**

Letter Template:

Letter Closing:

Return Address:

[[ReturnAddress]]

((Today))

((FullName))

Key field definitions on the **Create Letter** screen include:

	Field Name	Field Description
a	Letter Template	A letter template contains the basic information for a

Field Name	Field Description
	specific type of letter. The template is then customized by populating certain key fields. There are several templates available for you to choose from.

5. The **Create New Letter** screen appears, as shown below. Input the appropriate information directly into the letter and click **OK**.

- The body of the letter is displayed as formatted rich text. Check the **View HTML Source Box** to show any HTML formatting tags within the text message.

Use the toolbar to make any additional modifications to the letter text, such as font color and size.

Enter relevant information in the offer letter template here.

**Create New Letter**

Ok Cancel

**Type:** General Offer Letter - Emplmnt Agrmt Enclosed  
**Candidate:** Peggy Deutch  
**Prepared by:** Rachel Shaw

Paragraph Font Size View HTML source % Bold Italic Underline

[[ReturnAddress]]

Thursday, April 24, 2003

((Salutation)) Peggy Deutch  
 516 Sussex Dr.  
 Huntsville, AL 35824 ((HomeCountry))

Dear Peggy:

I am pleased to offer you employment as a(n) \_\_\_\_\_ [describe position] at our company in \_\_\_\_\_ [city], \_\_\_\_\_ [state] at a rate of \$ \_\_\_\_\_ per \_\_\_\_\_ [hour or day or week or month, as the case may be]. As we have discussed, your work schedule will be \_\_\_\_\_ [Monday through Fridays from 9 a.m. to 5 p.m. or other schedule as the case may be]. Your first day of work will be \_\_\_\_\_ [date]. Either you or I can terminate this employment relationship for any reason by giving \_\_\_\_\_ [amount of time] notice.

Enclosed are two copies of a contract of employment that constitutes all of our agreements and understandings regarding your employment. There are no other written agreements regarding your employment and no one else is authorized to make any other agreements. If you choose to accept this offer of employment, return a signed copy of this contract to me by \_\_\_\_\_ [date]. I hope you will accept this offer of employment. Thank you for your time and attention to this matter.

6. You can view and print the letter by clicking the letter **Type** that is displayed in the **Notes and Letters** tab of the applicant document, as shown below.

- To navigate to the Notes and Letters tab, click on the **Applicants** tab from the top toolbar. The Notes and Letters tab is the fifth tab on the secondary toolbar as shown on the screen.
- For each letter type, you are able to see the name and author of the letter as well as the date that the letter was created.

View Applicants By Status opened: Peggy Deutch

Details | Interviews | Offer | Hire | Notes & Letters | Q & A

**Notes and Letters Active Applicant Peggy Deutch for Admin06**

**Notes**  
add  
No notes available.

**Letters**  
add

Type	Author	Created Date
<a href="#">External Decline - Found More Qualifying Candidate</a>	Rachel Shaw	4/23/2003
<a href="#">Declination Letter - No Openings</a>	Monika Means	4/24/2003
<a href="#">Sample Offer Letter - Short</a>	Monika Means	4/23/2003
<a href="#">Sample Offer Letter - Short</a>	Monika Means	4/24/2003
<a href="#">Sample Offer Letter - Short</a>	Monika Means	4/24/2003
<a href="#">General Offer Letter - Emplymt Agrmt Enclosed</a>	Rachel Shaw	4/24/2003

Click on a letter Type to access it for printing or e-mailing purposes.

7. You are directed to the **Read Letter** screen, as shown below. Select **File | Print** from the Hiring Center toolbar.

Peggy Deutch Read Letter

**Read Letter**

[[ReturnAddress]]

Wednesday, April 23, 2003

Peggy Deutch  
516 Sussex Dr.  
Huntsville, AL 35824

Dear Peggy:

It is with great pleasure that I am able to offer you a position at {{Location}} as an ACCOUNTANT I.

8. Click **Print** on the screen below to print the offer letter.

To change, cancel and use the browser's (the grey menu) **File | Page Setup...**

Click "Print" to print with the settings below: **Print** **Cancel**

Orientation: Portrait  
Header: &w&bPage &p of &P Footer: &u&b&d  
Left margin: 0.75 Top margin: 0.75  
Right margin: 0.75 Bottom margin: 0.75  
Printer: SnagIt 6 Paper Size: Letter 8 1/2 x 11 in  
Paper Source:

9. You can also e-mail an offer letter to an Applicant. To e-mail the offer letter, click the **Notes and Letters** tab on the Applicant document, shown below and click on the letter **Type** to display the appropriate letter.

View Applicants By Status opened. Peggy Deutch

Details | Interviews | Offer | Hire | Notes & Letters | Q & A

**Notes and Letters** Active Applicant Peggy Deutch for Admin06

**Notes**  
add  
No notes available.

**Letters**  
add

Type	Author	Created Date
<a href="#">External Decline - Found More Qualifying Candidate</a>	Rachel Shaw	4/23/2003
<a href="#">Sample Offer Letter - Short</a>	Monika Means	4/23/2003
<a href="#">Sample Offer Letter - Short</a>	Monika Means	4/24/2003

Email History

10. Select **File | Email** on the Hiring Center toolbar from the **Read Letter** screen shown below.

Peggy Deutch Read Letter

**Read Letter**

[[ReturnAddress]]

Thursday, April 24, 2003

((Salutation)) Peggy Deutch  
516 Sussez Dr.  
Huntsville, AL 35824 ((HomeCountry))

Dear Peggy:

I am pleased to offer you employment as a(n) \_\_\_\_\_ [describe position] at our company in \_\_\_\_\_ [city], \_\_\_\_\_ [state] at a rate of \$\_\_\_\_\_ per \_\_\_\_\_ [hour or day or week or month, as the case may be]. As we have discussed, your work schedule will be \_\_\_\_\_ [Monday through Fridays from 9 a.m. to 5 p.m. or other schedule as the case may be]. Your first day of work will be \_\_\_\_\_ [date]. Either you or I can terminate this employment relationship for any reason by giving \_\_\_\_\_ [amount of time] notice.

Enclosed are two copies of a contract of employment that constitutes all of our agreements and understandings regarding your employment. There are no other written agreements regarding your employment and no one else is authorized to make any other agreements. If you choose to accept this offer of employment, return a signed copy of this contract to me by \_\_\_\_\_ [date]. I hope you will accept this offer of employment. Thank you for your time and attention to this matter.

11. Complete the relevant fields on the **Email Letter** screen shown below and click **Ok** to e-mail the letter to the Applicant.

File View My Hiring Center Build Search Window Help **Hiring Center**

REQUISITIONS | APPLICANTS PORTFOLIOS MY APPLICANTS

Read Letter Opened EMail Letter.

### Email Letter

**Specify the Information for the Email**

To:

cc:

bcc:

Subject:

Message Text:

Document Text:

Thursday, April 24, 2003

**Key Things You Need To Remember**

- ✓ The offer letter serves as a contractual agreement of employment between the State of Florida and the prospective hire.
- ✓ The Offer tab located on the applicant document is the central location in Hiring Center for all offer-related information.
- ✓ The activities on the Details tab are updated automatically when an activity is completed. It is a key place to look to understand the status of the applicant-related activities.
- ✓ The People First Service Center operates between the hours of 8:30 a.m. – 5:30 p.m., Monday through Friday, Eastern Standard Time (EST). A Service Center Specialist is available to assist you or answer your questions during normal business hours. You can contact the People First Service Center at 1-866-ONEHRFL (1-866-663-4735).

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