

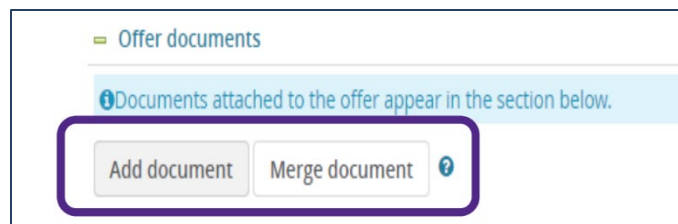
Offer Card Documents

Why is this important?

The Offer card is initiated through PageUp once a candidate has verbally accepted the position and all other employment terms negotiated during the verbal offer. The Offer letter and initial appointment (if applicable) are the official and legal documents that the candidate will review before officially accepting the position through PageUp. It is important to use the correct templates for each document.

Creating the offer documents

Within the Offer documents section, there are two options on how to create the offer documents which will be sent to the candidate through their applicant portal. These options are Add document and Merge document.



Merge document: The Merge document feature has been set up to merge data from PageUp into the offer letters and contracts. All mandatory fields must be completed to use this feature. You will select the appropriate offer letter template and/or initial appointment template by placing a check in the box in front of the appropriate document and click Merge.

Add document: This feature allows you to edit and add documents manually. Select the appropriate template(s) from the Document library and edit each document with all the information needed.

For both options, review the documents for accuracy. All the fields highlighted yellow will need to be edited accordingly. Remove the yellow highlight and save the document as the Candidate's name followed by the document title (offer letter or initial appointment.) Finally, Click on Add document to upload the document you just saved.

Check out the Managing offers [guide](#) for more information on this process. For more information on best practices, contact your [Talent Acquisition Strategic Partner](#)

Hiring Highlight



Communication is key. Keep candidates informed of their status throughout the search process. This helps set a good image of your department.

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