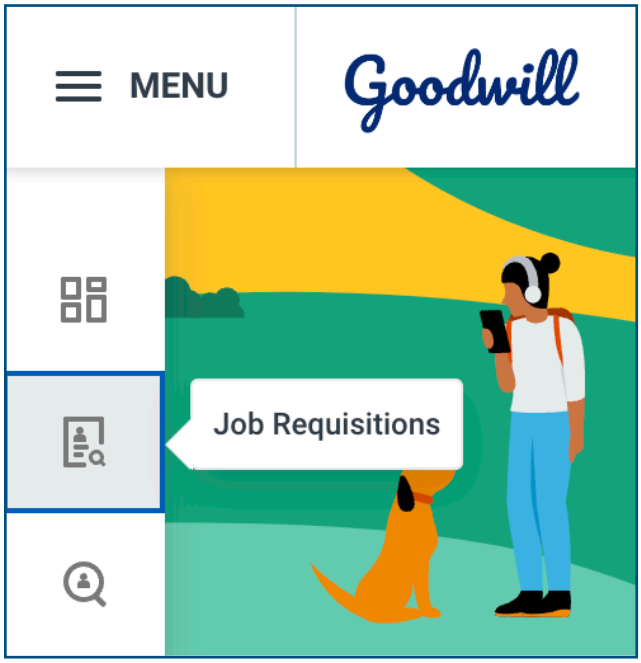
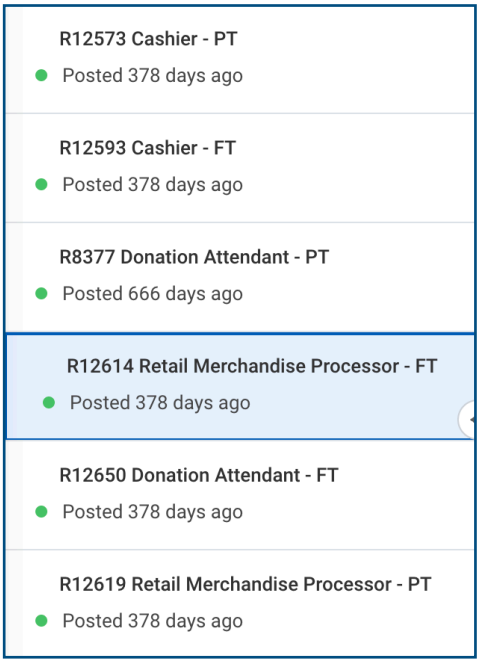
Generating an Offer and Offer Letter

Once a candidate has been selected, the next step in the recruiting/hiring process is to generate an offer and offer letter.

1. Click on the *Job Requisitions Workspace*

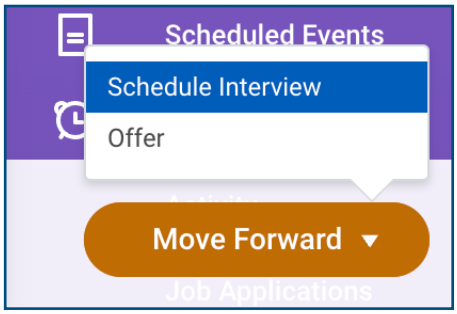


2. Click on the appropriate job requisition

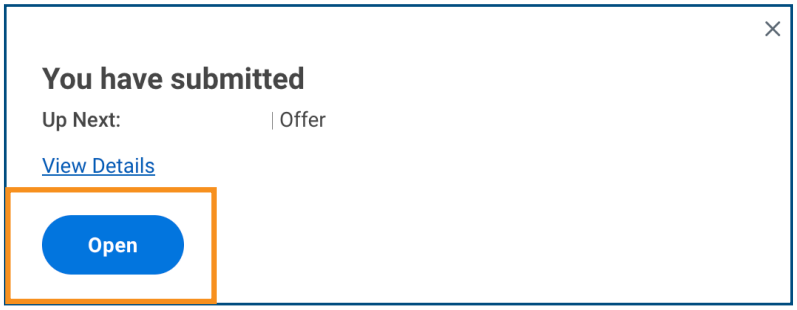


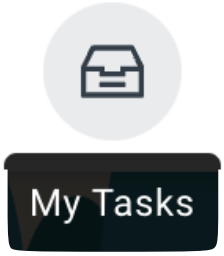
3. Click **Review** in the column next to the name of the appropriate candidate

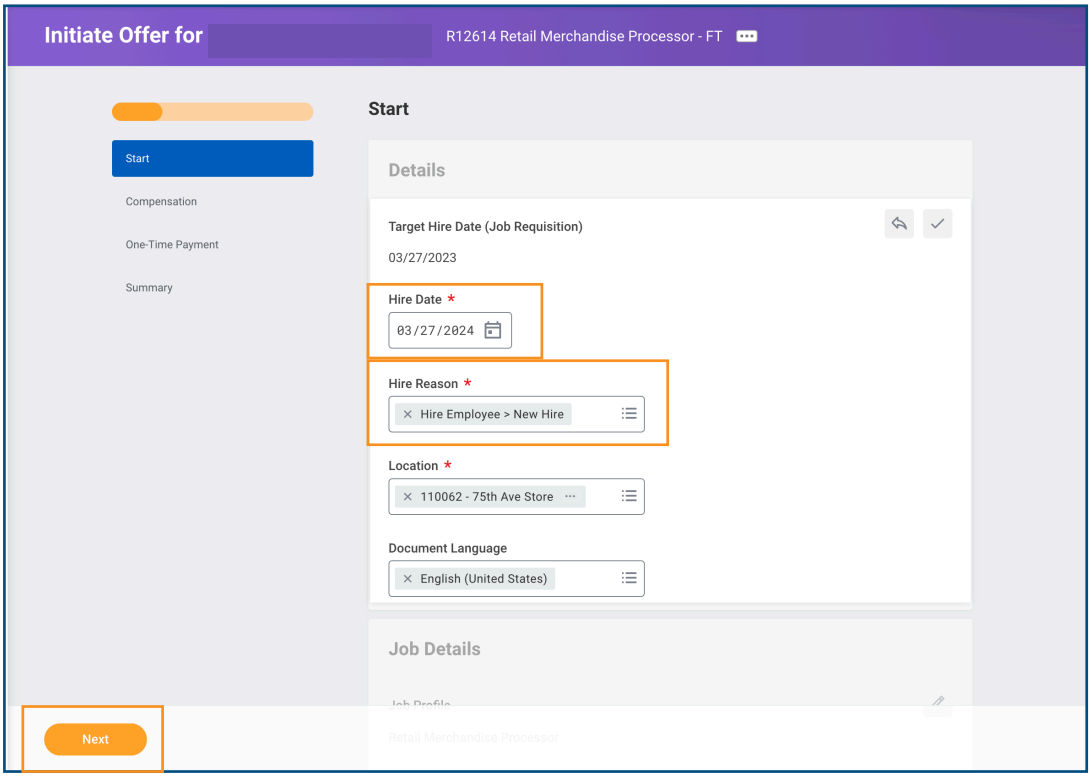
4. Click **Move Forward > Offer**



5. Click **Open** on the pop up ***OR*** Click the job offer task from your *My Tasks* inbox

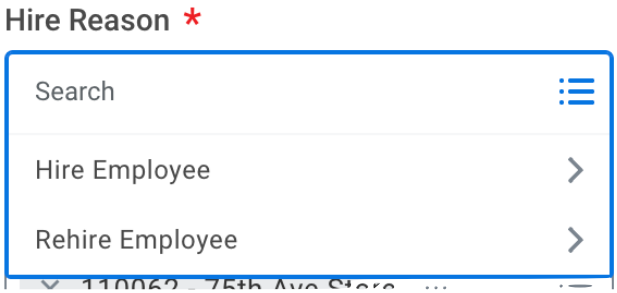




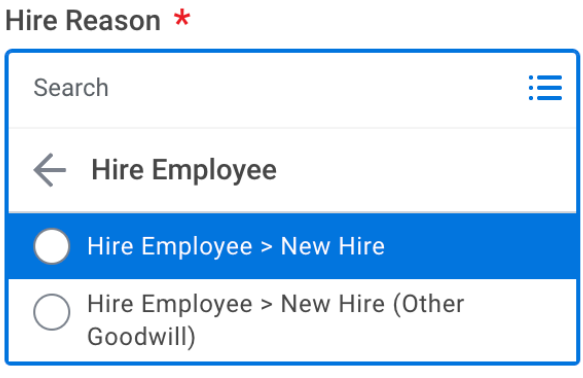


6. Select the appropriate **Hire Date, Hire Reason** and then click **Next**

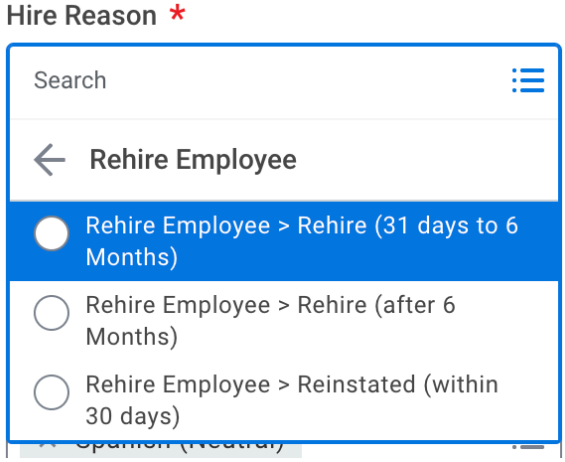
IMPORTANT! THE HIRE DATE IS THE DATE THAT THE NEW HIRE WILL START WORKING FOR PAY! SELECTING THE WRONG HIRE DATE WILL CAUSE HARDSHIP WITH FORM I-9 DOCUMENTATION! Please confirm the (tentative) hire/start date with the candidate prior to generating the offer and offer letter! **If the hire date needs to be changed after the task has been submitted, submit a ticket in the** HR Support portal **for assistance. See page 6 for more information.**



IMPORTANT! Click **Hire Employee** if the candidate is a new hire *OR* select **Rehire Employee** if the candidate is a prior worker.

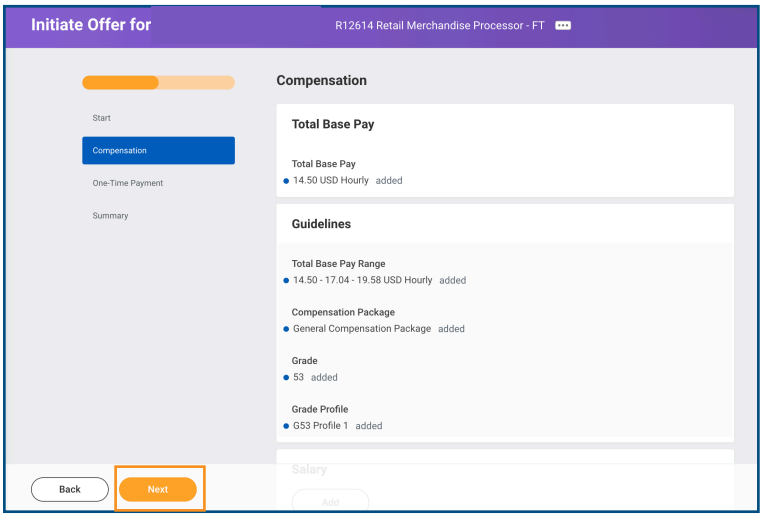


Note: Click **Hire Employee > New Hire,** if the candidate has never worked for any Goodwill before. Click **Hire Employee > New Hire (Other Goodwill)** if the candidate has worked for a Goodwill outside of Goodwill of Northern and Central Arizona (GCNA).

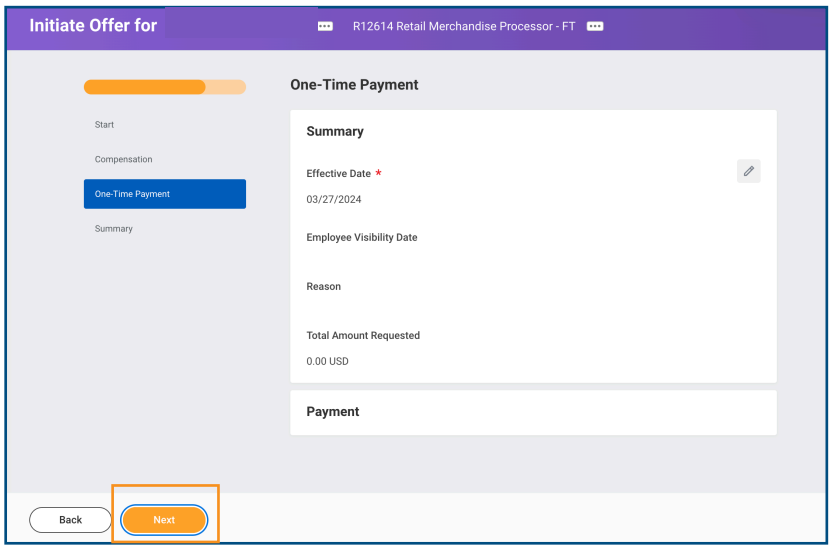


Note: Click the appropriate **Rehire option. Selecting the incorrect rehire option causes hardship with Form I-9 documentation. Submit a ticket in the** HR Support Portal **for information about the candidates rehire status.** See page 8 for more information.

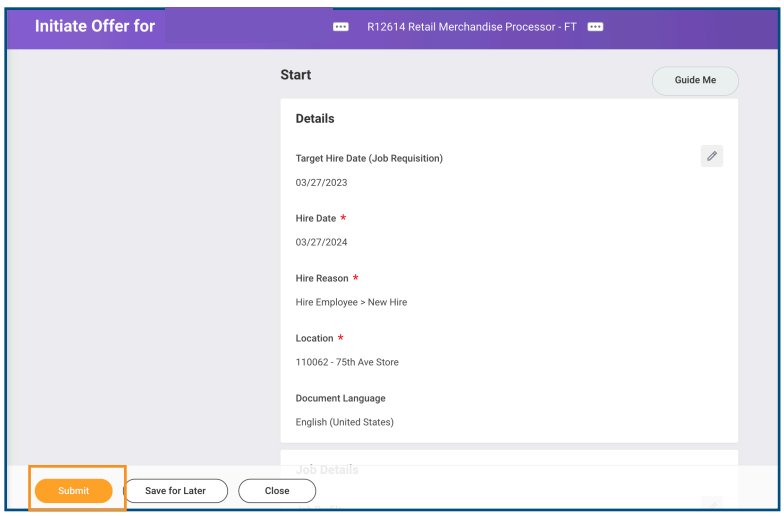
7. Review the compensation details and then click **Next**



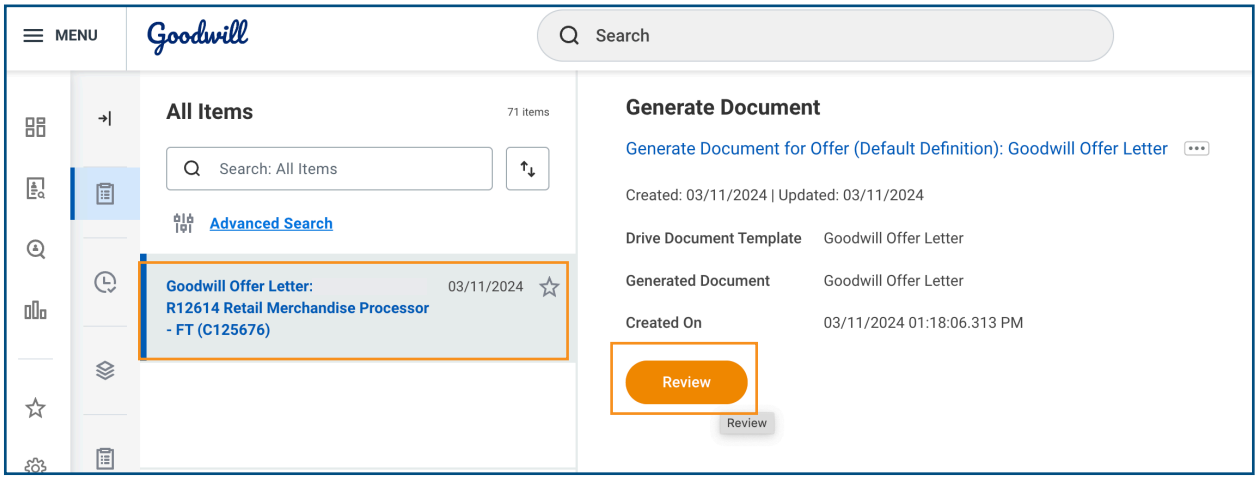
8. Click **Next.** Do **NOT** make any changes in the one time payments section.



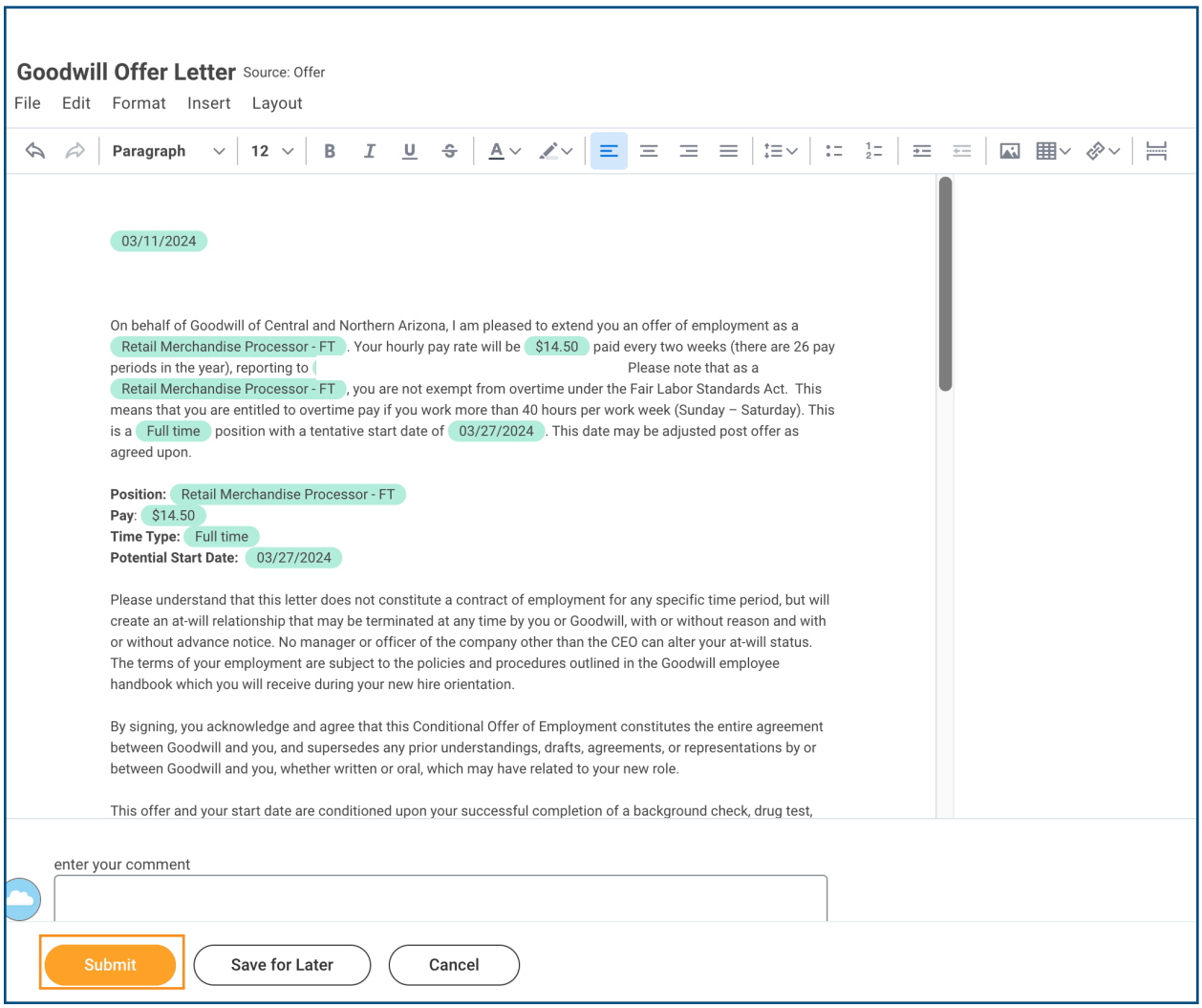
9. Click **Submit.**



10. Navigate to your “My Tasks” inbox and select the “Goodwill Offer Letter: Candidate First and Last Name” task and then click **Review**.



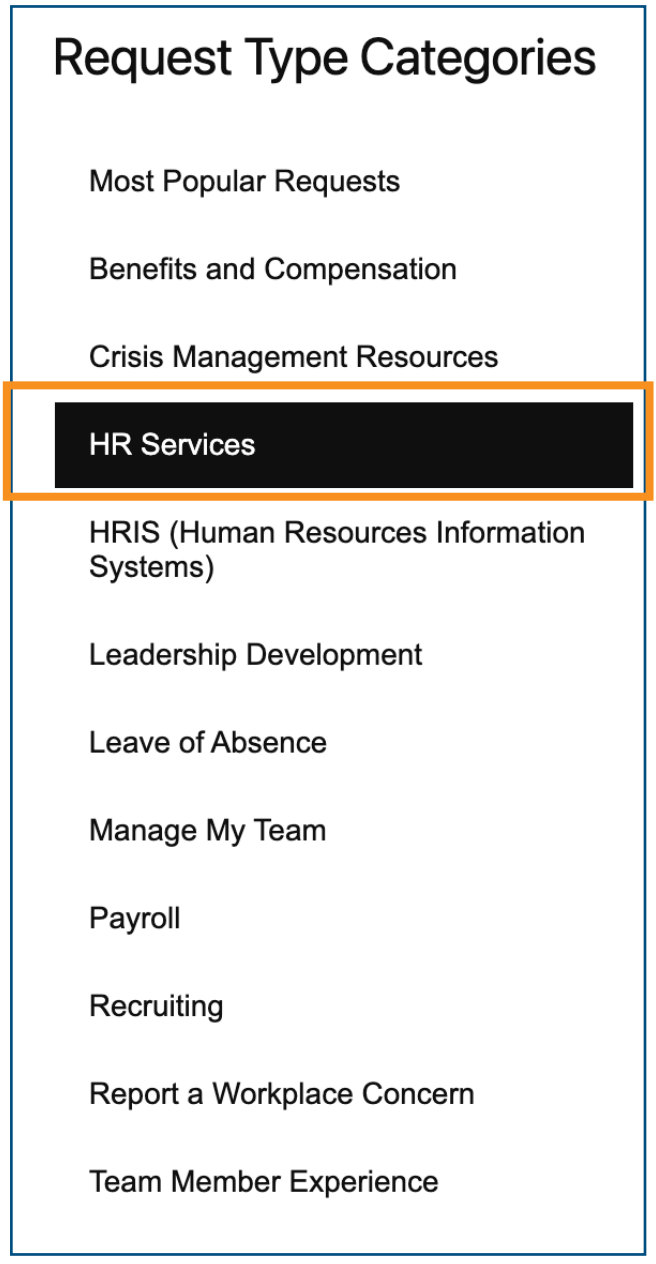
11. Click **Submit.**



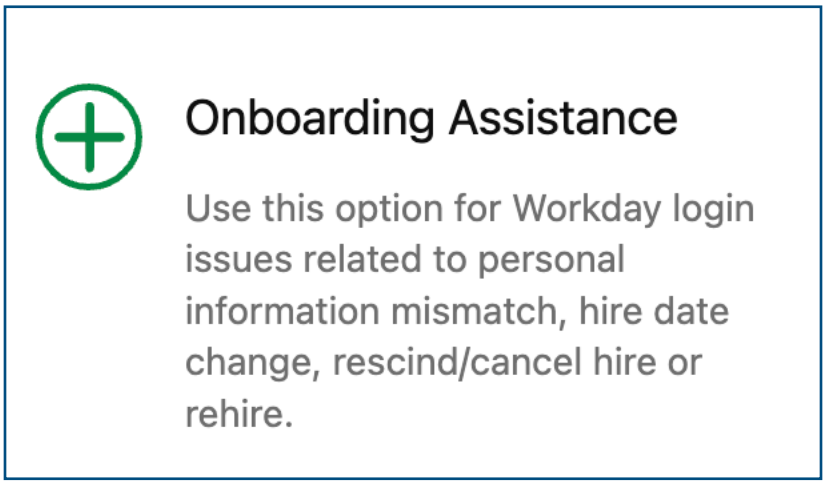
How to Submit a Ticket to Change a Candidate's Hire/Start Date.

1. Navigate to the HR Support portal in Jira via the link https://support.gwaz.org/plugins/servlet/desk/portal/11

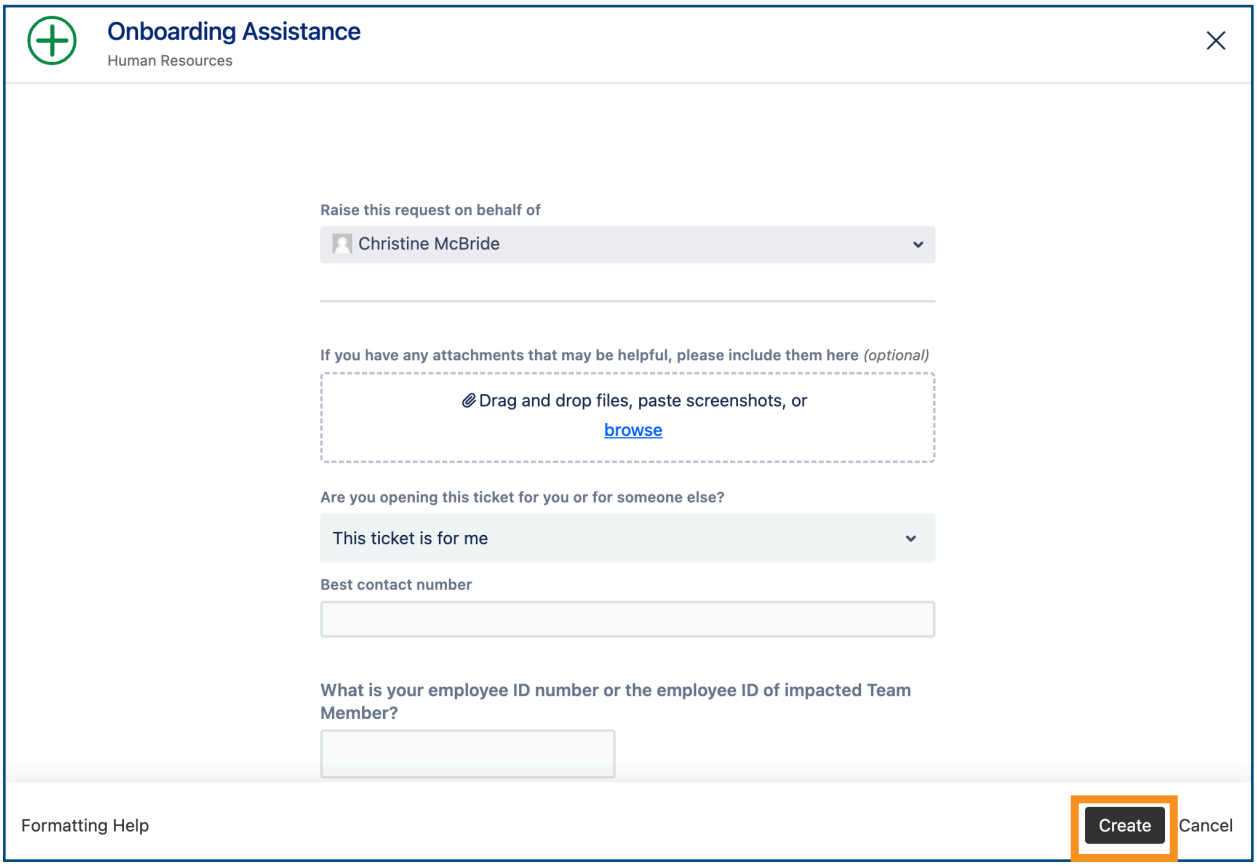
2. Scroll down on the "Welcome to the Human Resources Portal Page" and **click on the "HR Services" tab** from the sidebar on the left



3. Click on the **Onboarding Assistance** tile



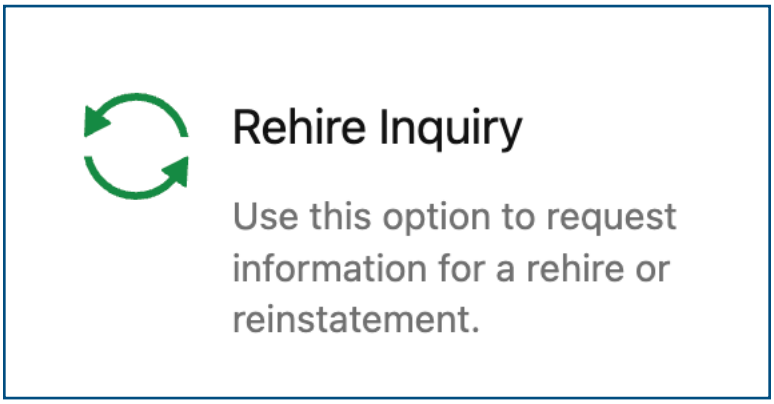
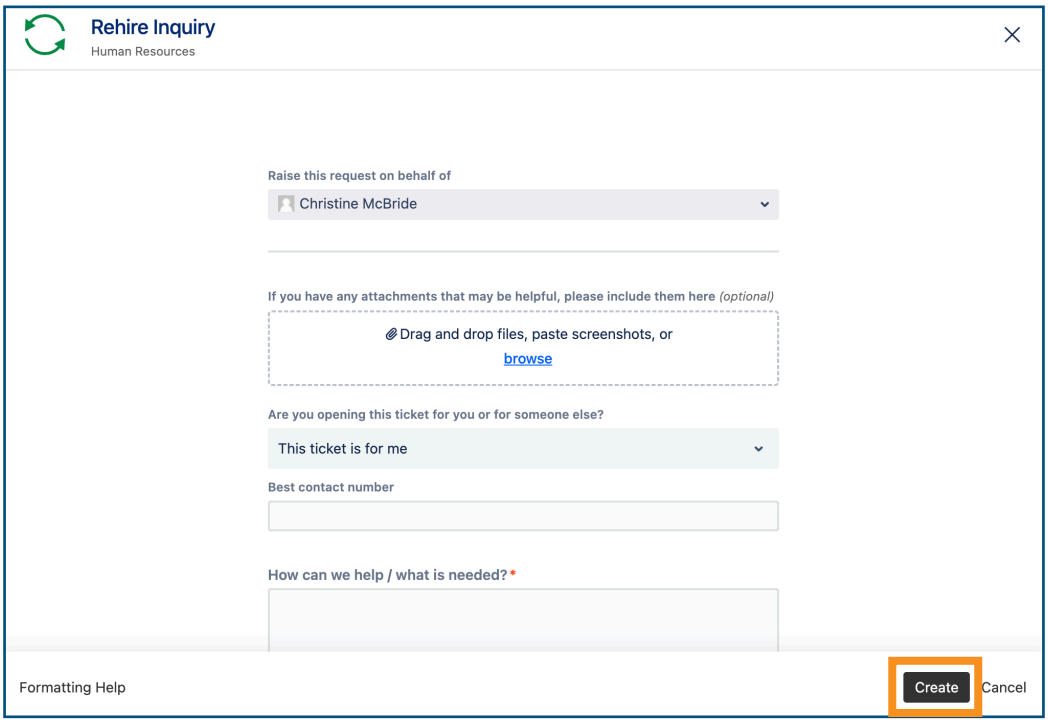
4. Fill out the appropriate information in the ticket and click **Create**



How to Submit a Ticket for a Rehire Status Inquiry

1. Navigate to the HR Support portal in Jira via the link https://support.gwaz.org/plugins/servlet/desk/portal/11

2. Scroll down on the "Welcome to the Human Resources Portal Page" and click on the **Rehire Inquiry** tile



4. Fill out the appropriate information in the ticket and click **Create**