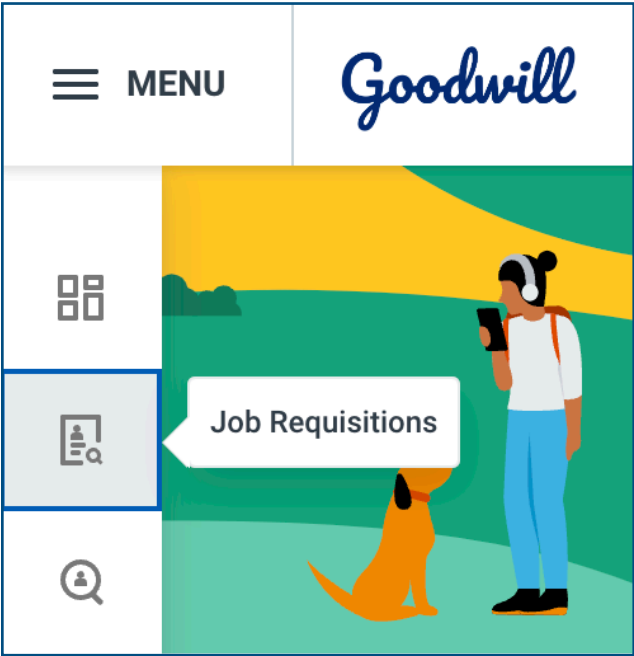# Generating an Offer and Offer Letter

Once a candidate has been selected, the next step in the recruiting/hiring process is to generate an offer and offer letter.
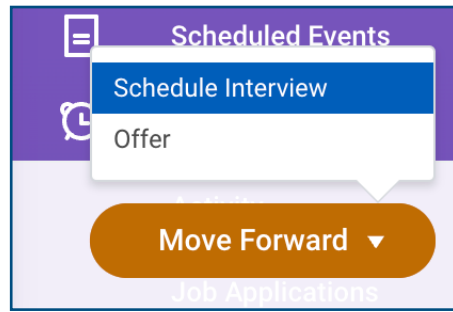
1. Click on the *Job Requisitions Workspace*

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

You have submitted

Up Next: | Offer

View Details

Open

My Tasks

Initiate Offer for   R12614 Retail Merchandise Processor - FT

Start

Start
Compensation
One-Time Payment
Summary

Details

Target Hire Date (Job Requisition)
03/27/2023

Hire Date *
03/27/2024

Hire Reason *
× Hire Employee > New Hire

Location *
× 110062 - 75th Ave Store ···

Document Language
× English (United States)

Job Details

Job Profile

Retail Merchandise Processor

Next

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

Target Hire Date (Job Requisition)

03/27/2023

Hire Date *

03/27/2024 📅

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.**

Hire Reason *

Search	☰
Hire Employee	>
Rehire Employee	>

110062 - 75th Ave Store

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

Hire Reason *

Search	☰
← Hire Employee	
● Hire Employee > New Hire	
○ Hire Employee > New Hire (Other Goodwill)	

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).

Hire Reason *

Search	☰
← Rehire Employee	
● Rehire Employee > Rehire (31 days to 6 Months)	
○ Rehire Employee > Rehire (after 6 Months)	
○ Rehire Employee > Reinstated (within 30 days)	

Opinion (Neutral)

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.

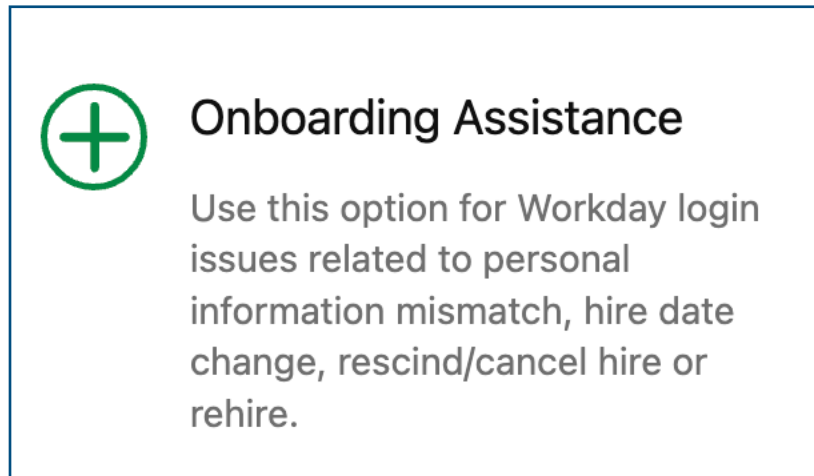**1.** Navigate to the HR Support portal in Jira via the link https://support.gwaz.org/plugins/servlet/desk/portal/11

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
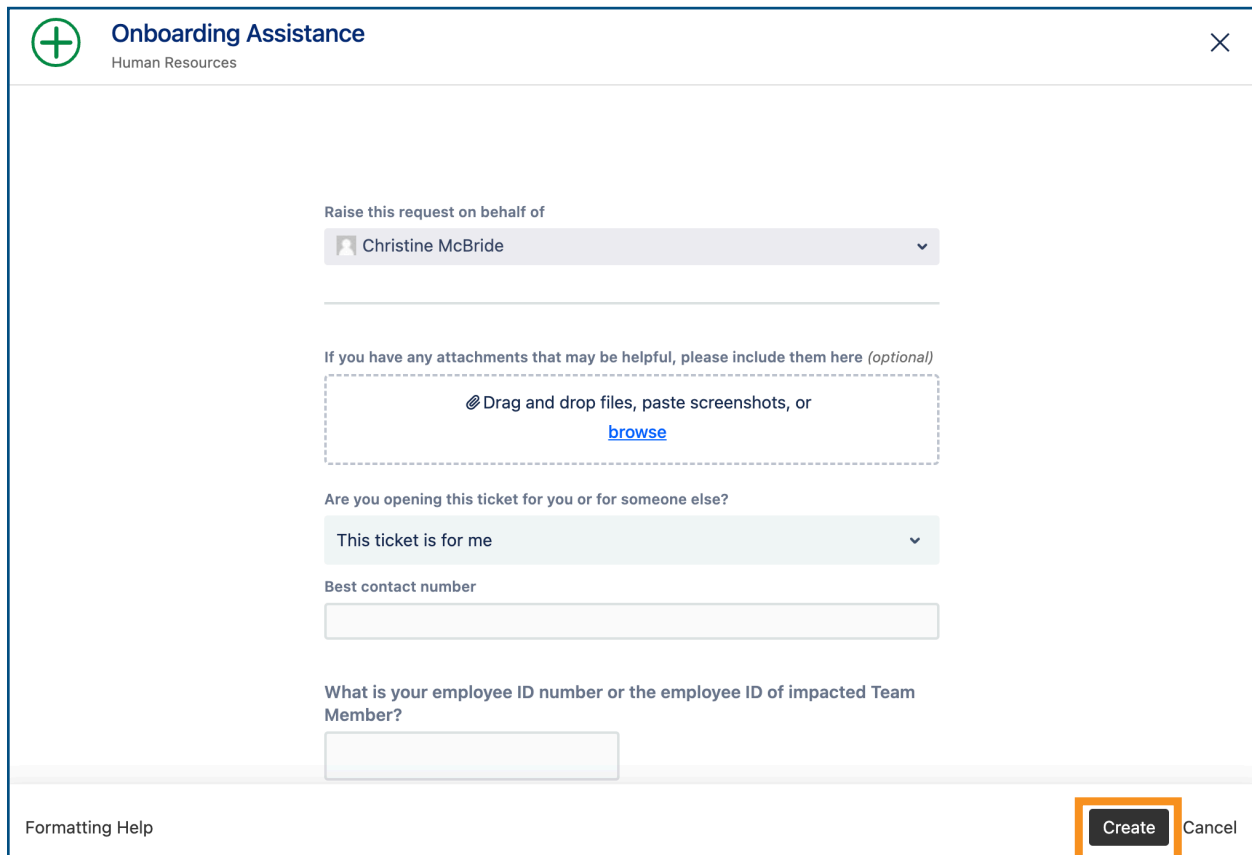
Request Type Categories

Most Popular Requests

Benefits and Compensation

Crisis Management Resources

HR Services

HRIS (Human Resources Information Systems)

Leadership Development

Leave of Absence

Manage My Team

Payroll

Recruiting

Report a Workplace Concern

Team Member Experience

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**