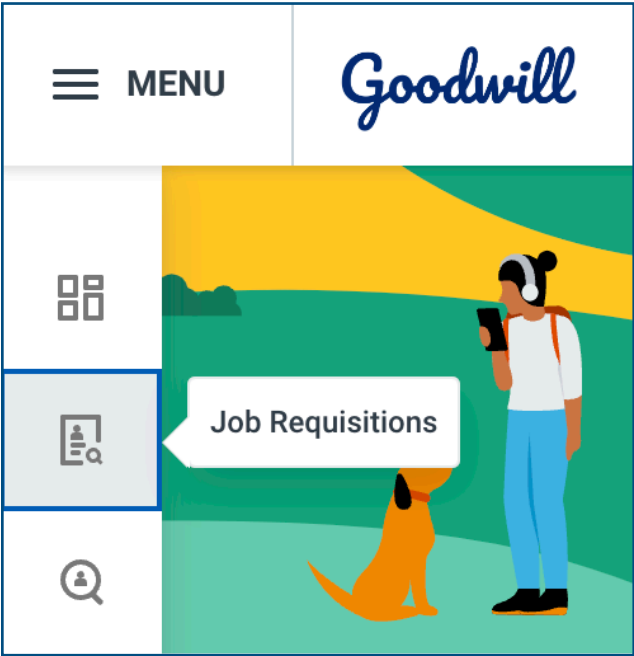


Generating an Offer and Offer Letter

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*



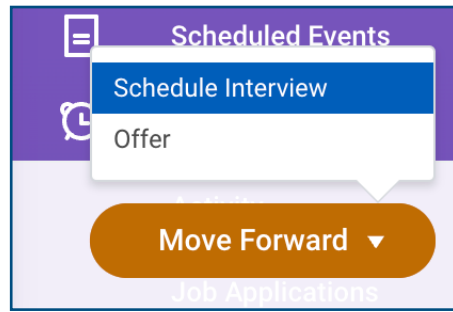
2. Click on the appropriate job requisition

R12573 Cashier - PT ● Posted 378 days ago
R12593 Cashier - FT ● Posted 378 days ago
R8377 Donation Attendant - PT ● Posted 666 days ago
R12614 Retail Merchandise Processor - FT ● Posted 378 days ago
R12650 Donation Attendant - FT ● Posted 378 days ago
R12619 Retail Merchandise Processor - PT ● Posted 378 days ago

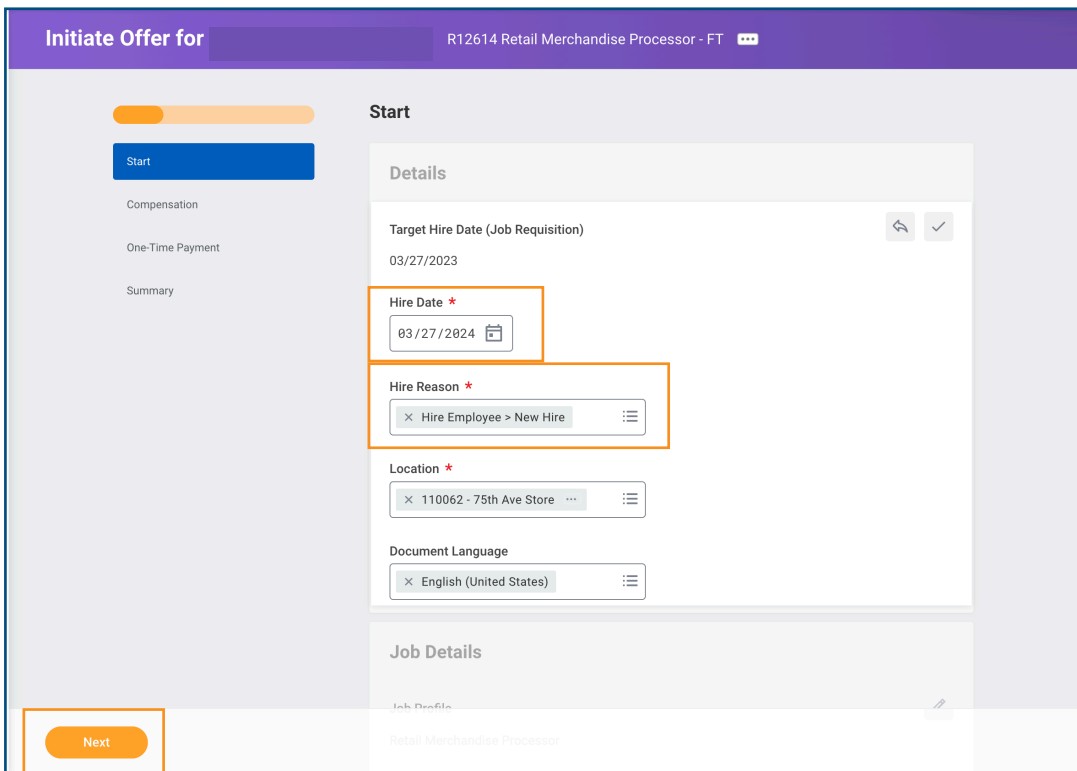
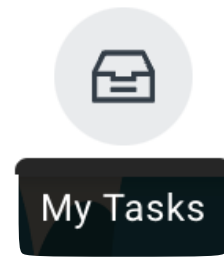
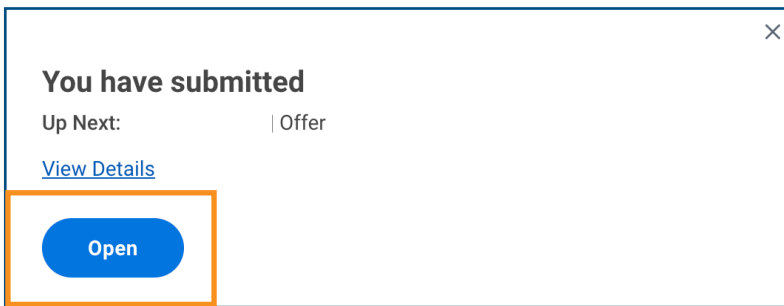
3. Click **Review** in the column next to the name of the appropriate candidate

<input type="checkbox"/>	● Candidate Name (Prior Worker) (C51841)	Review	Review
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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**

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 >

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)

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**

The screenshot shows the 'Initiate Offer for' form for 'R12614 Retail Merchandise Processor - FT'. The 'Compensation' section is active, showing a progress bar and a sidebar with 'Compensation' selected. The main content area displays 'Total Base Pay' (14.50 USD Hourly), 'Guidelines' (Total Base Pay Range: 14.50 - 17.04 - 19.58 USD Hourly; Compensation Package: General Compensation Package; Grade: 53; Grade Profile: G53 Profile 1), and a 'Salary' section. The 'Next' button is highlighted with an orange border.

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

The screenshot shows the 'Initiate Offer for' form for 'R12614 Retail Merchandise Processor - FT'. The 'One-Time Payment' section is active, showing a progress bar and a sidebar with 'One-Time Payment' selected. The main content area displays a 'Summary' section with 'Effective Date' (03/27/2024), 'Employee Visibility Date', 'Reason', and 'Total Amount Requested' (0.00 USD). Below is a 'Payment' section. The 'Next' button is highlighted with an orange border.

9. Click **Submit**.

The screenshot shows the 'Initiate Offer for' form for 'R12614 Retail Merchandise Processor - FT'. The 'Start' section is active, showing a progress bar and a sidebar with 'Start' selected. The main content area displays a 'Details' section with 'Target Hire Date (Job Requisition)' (03/27/2023), 'Hire Date' (03/27/2024), 'Hire Reason' (Hire Employee > New Hire), 'Location' (110062 - 75th Ave Store), and 'Document Language' (English (United States)). Below is a 'Job Details' section. The 'Submit' button is highlighted with an orange border.

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

The screenshot shows the Goodwill system interface. On the left, there is a sidebar with a 'MENU' icon and a search bar. The main area is titled 'All Items' and shows a list of tasks. One task is highlighted: 'Goodwill Offer Letter: R12614 Retail Merchandise Processor - FT (C125676)' with a date of 03/11/2024 and a star icon. On the right, there is a 'Generate Document' panel. It shows the document title 'Generate Document for Offer (Default Definition): Goodwill Offer Letter', the creation and update dates (03/11/2024), the drive document template 'Goodwill Offer Letter', and the generated document 'Goodwill Offer Letter'. A 'Review' button is highlighted in orange.

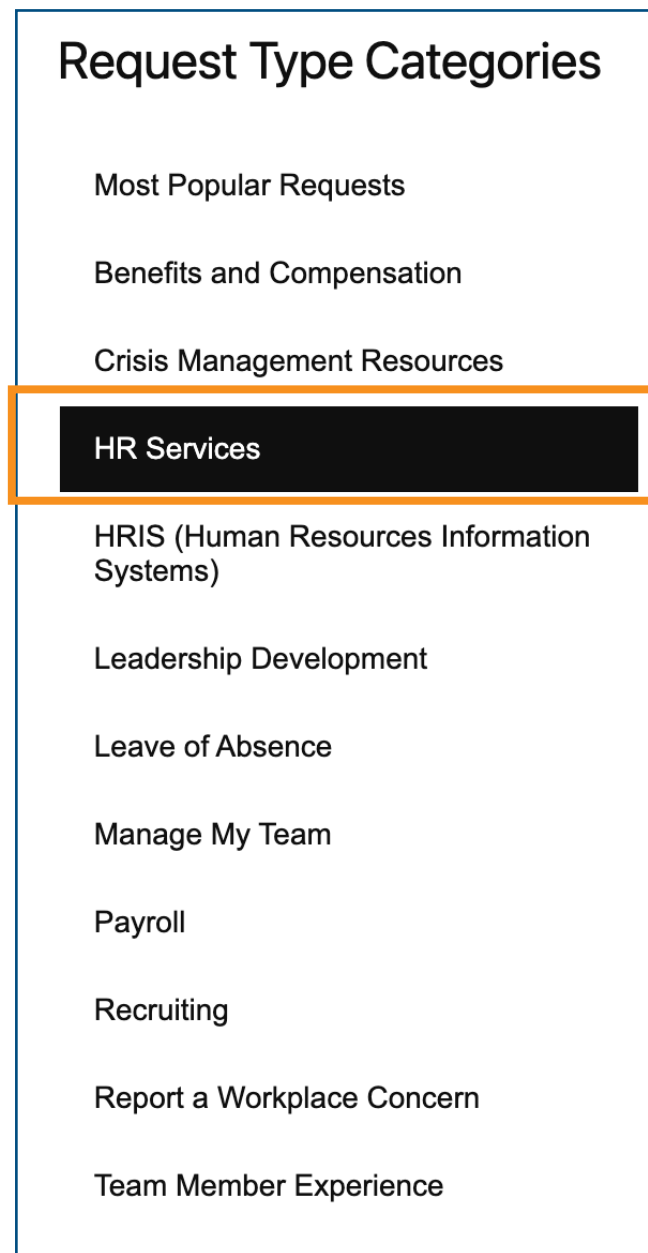
11. Click **Submit**.

The screenshot shows the Goodwill Offer Letter document editor. The document title is 'Goodwill Offer Letter' with a source of 'Offer'. The editor has a menu bar with 'File', 'Edit', 'Format', 'Insert', and 'Layout'. The document content includes a date '03/11/2024' and a paragraph of text: 'On behalf of Goodwill of Central and Northern Arizona, I am pleased to extend you an offer of employment as a Retail Merchandise Processor - FT. Your hourly pay rate will be \$14.50 paid every two weeks (there are 26 pay periods in the year), reporting to [Retail Merchandise Processor - FT]. Please note that as a Retail Merchandise Processor - FT, you are not exempt from overtime under the Fair Labor Standards Act. This means that you are entitled to overtime pay if you work more than 40 hours per work week (Sunday – Saturday). This is a Full time position with a tentative start date of 03/27/2024. This date may be adjusted post offer as agreed upon.' Below this is a section for 'Position: Retail Merchandise Processor - FT', 'Pay: \$14.50', 'Time Type: Full time', and 'Potential Start Date: 03/27/2024'. The document also includes a disclaimer: 'Please understand that this letter does not constitute a contract of employment for any specific time period, but will create an at-will relationship that may be terminated at any time by you or Goodwill, with or without reason and with or without advance notice. No manager or officer of the company other than the CEO can alter your at-will status. The terms of your employment are subject to the policies and procedures outlined in the Goodwill employee handbook which you will receive during your new hire orientation.' and a statement: 'By signing, you acknowledge and agree that this Conditional Offer of Employment constitutes the entire agreement between Goodwill and you, and supersedes any prior understandings, drafts, agreements, or representations by or between Goodwill and you, whether written or oral, which may have related to your new role.' At the bottom, there is a comment box with the text 'enter your comment' and a 'Submit' button highlighted in orange, along with 'Save for Later' and 'Cancel' buttons.

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>

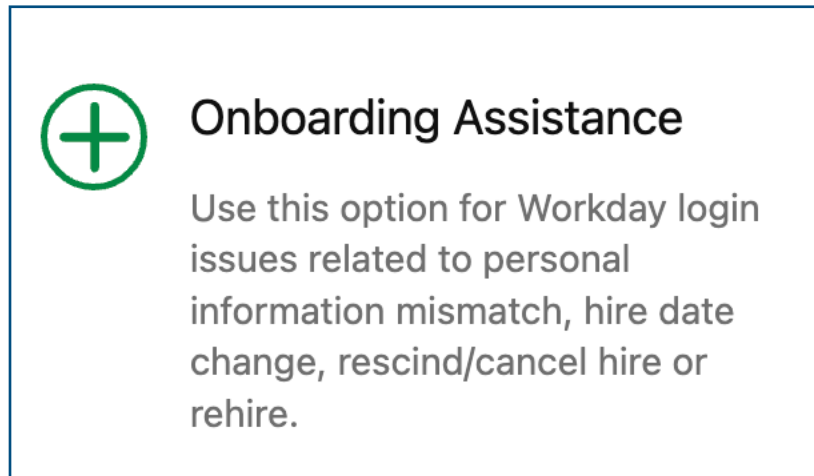
2. Scroll down on the “Welcome to the Human Resources Portal Page” and **click on the “HR Services” tab** from the sidebar on the left



The image shows a screenshot of a web application's sidebar menu titled "Request Type Categories". The menu items are listed vertically. The item "HR Services" is highlighted with a black background and a white border, and is also enclosed in an orange rectangular box. The other menu items are: "Most Popular Requests", "Benefits and Compensation", "Crisis Management Resources", "HRIS (Human Resources Information Systems)", "Leadership Development", "Leave of Absence", "Manage My Team", "Payroll", "Recruiting", "Report a Workplace Concern", and "Team Member Experience".

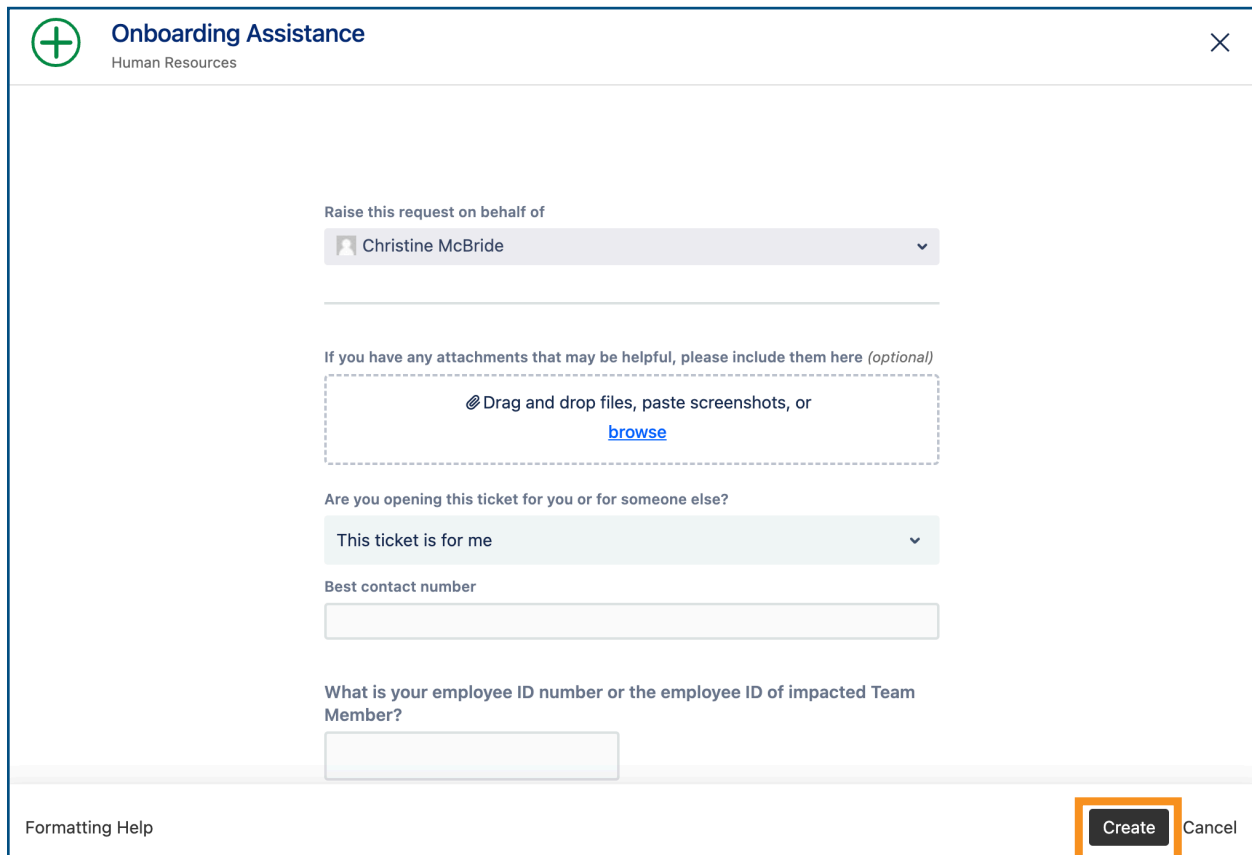
Request Type Categories
Most Popular Requests
Benefits and Compensation
Crisis Management Resources
HR Services
HRIS (Human Resources Information Systems)
Leadership Development
Leave of Absence
Manage My Team
Payroll
Recruiting
Report a Workplace Concern
Team Member Experience

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



The tile features a green plus sign icon in a circle on the left. To its right, the text reads: **Onboarding Assistance**
Use this option for Workday login issues related to personal information mismatch, hire date change, rescind/cancel hire or rehire.

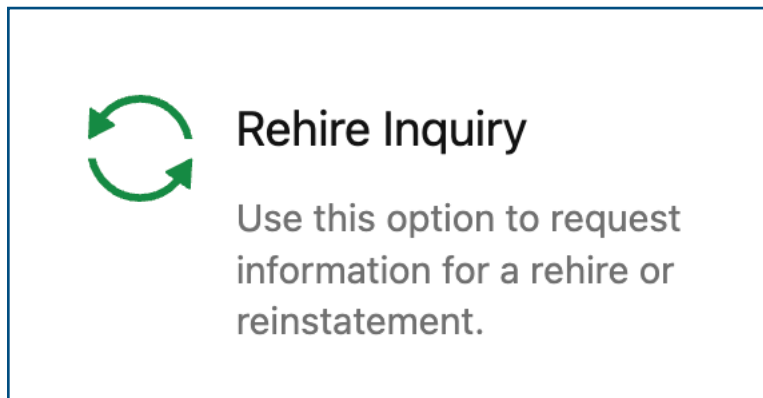
4. Fill out the appropriate information in the ticket and click **Create**



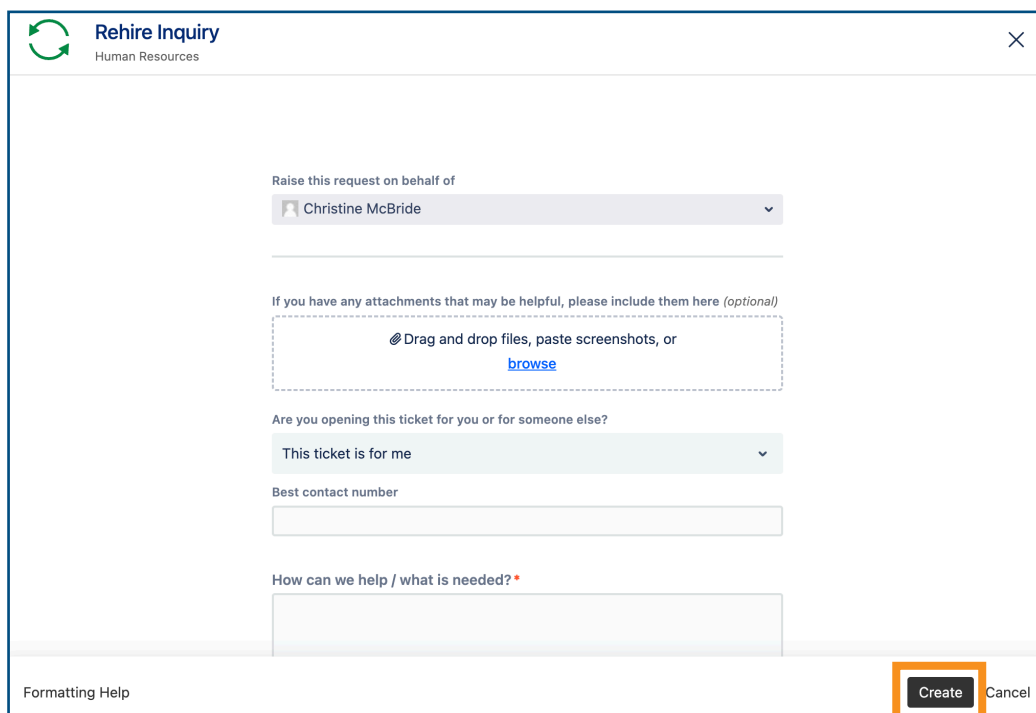
The form is titled "Onboarding Assistance" with a sub-header "Human Resources". It includes a dropdown menu for "Raise this request on behalf of" with "Christine McBride" selected. Below this is an optional attachment area with a "browse" link. A dropdown menu for "Are you opening this ticket for you or for someone else?" is set to "This ticket is for me". There are two empty text input fields for "Best contact number" and "What is your employee ID number or the employee ID of impacted Team Member?". At the bottom right, the "Create" button is highlighted with an orange border, and the "Cancel" button is next to it. A "Formatting Help" link is located at the bottom left.

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**

A screenshot of a Jira ticket creation form titled "Rehire Inquiry" under the "Human Resources" category. The form includes a dropdown menu for "Raise this request on behalf of" with "Christine McBride" selected. Below this is an optional attachment section with a "browse" link. There is a dropdown for "Are you opening this ticket for you or for someone else?" with "This ticket is for me" selected. A text input field for "Best contact number" is present. A larger text area for "How can we help / what is needed?" is at the bottom. At the bottom right, there are "Create" and "Cancel" buttons, with the "Create" button highlighted by an orange box. A "Formatting Help" link is visible at the bottom left.