This guide will instruct you on how to create an Offer for an applicant.

**Open the applicant card**

You can access the applicant card through various ways. One of them is from Manage applications. Click on the applicant’s name to open the Applicant card.

**Initiating the offer process**

To open the Offer card, click on the applicant’s current status which is found in the Applications section of the applicant card.

**Change application status**

Click on the Create offer for approval status and click Next then Move Now.
Completing the Offer Card

Complete all fields that are mandatory.

Select an approval process

Select from the Approval process dropdown the appropriate level of approval steps that the Offer needs to go through. You will be required to click on the binocular icon to find the person that is required to approve the step. All steps in an approval process require an approver.
Once you have completed all mandatory fields, including the approval process, press **Save and Submit**. An email will be sent to the first approver in the approval process who is the HR Recruiter. They will complete the remaining components of the Offer card. Once they have approved an email will be sent to the next approver and so on until the Offer is approved. Once the Offer is approved an email will be sent to the Hiring Manager and HR Recruiter advising that the Offer has been approved.

The HR Recruiter will then release the offer to the applicant.