

Talent Tip

Human Capital Services
Talent Acquisition

Did you know?

You can monitor offer card approvals to ensure efficient movement through the process.

As an HCS Liaison, knowing how to view offer approvals and check the status of where an offer is at in the approval process can be beneficial in moving through the approval process quickly.

After an offer card has been started and submitted for approval, new hires will appear in the **Offers tile** or under **My new hires** on the left dropdown menu.

To manage new hires, click on the offers tile → **# New Hires**. The **My New Hires** screen will list the applicant name, along with the application status and a link to view offer details.

Application status ▲

Verbal Offer Accepted. Prepare Offer Card

[View offer details](#)

Online offer made

[View offer details](#)

1. If an **Verbal offer has been accepted and offer card prepared**, you can click on **View Offer Details** to check who the offer card is sitting with for approval.
2. Clicking on View Offer Details to open the offer card.
3. Then scroll to the bottom of the applicant card to the “Approval Process” section to review where the offer card is and follow up with that individual if needed.

Approval workflow initiated: Sep 17, 2019, 8:56am CST

- | | | |
|------------------------------|------------------|-------------------------|
| 1. Next Level Administrator: | Willie Willcat | ✓ Approved Sep 17, 2019 |
| 2. Next Level Administrator: | George Fairchild | ✓ Approved Sep 17, 2019 |
| 3. Next Level Administrator: | Henry J. Waters | 📍 You are here |
| 4. Talent Acquisition: | John Anderson | |

For questions, please contact your [Talent Acquisition Strategic Partner](#)



Share Your #MyKStateCareer Story!

Human Capital Services' Talent Solutions department invites all university faculty and staff to participate in the [#MyKStateCareer social media campaign](#).

The campaign began as a way to recognize K-State employees and the work they do in various jobs across the university. The campaign also provides an opportunity to educate the public on the variety of career opportunities we have here at K-State.

Let's Get Social! Follow us on Facebook and Twitter
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