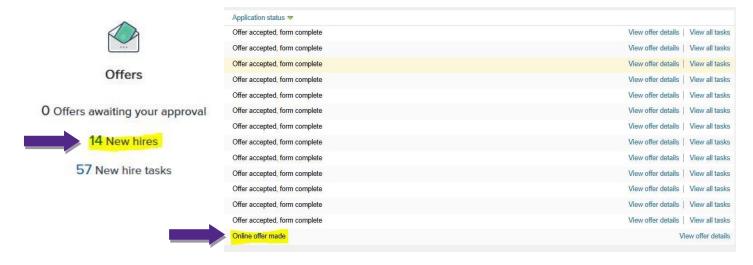


Did you know?

Monitoring the Online Offer Made status is important to ensure candidates are accepting offers in a timely manner to limit delays in start date.

HCS Liaisons can check their New Hire que's for online offers made by following these steps:

- 1. On your PageUp Dashboard, view the **Offers icon** and click on **New hires**.
- 2. In your list of new hires, view the **application status** column.
- Look for candidates in Online offer made status.



What to do if a candidates has not accepted an offer after 24 hours of candidate being in Online offer made status:

- 1. HCS Liaison reaches out to individual, asking individual to check their email and ensure they have received the online offer.
- 2. If individual did not receive online offer email, confirm email address is correct as shown on applicant card.
- 3. If individual received email, individual needs to follow instructions and open offer card documents for review in order to proceed and accept the online offer.
- 4. Notify Strategic Partner if candidate did not receive email or email address does not match.
- Strategic Partner will resend email to candidate at correct email.
- 6. HCS Liaison also need to ensure the individual is completing necessary electronic forms and background questionnaire once triggered if applicable.

