

Reviewing and Approving Offers

Once a selection decision has been made and an outcome of “Recommendation to appoint” has been saved against an applicant, the recruiter will create an offer in ANU Recruit and initiate an online approval process.

STEP 1: Receive email notification

You will receive an email notification when there is an offer awaiting your approval. Click the link in the email or login to ANU Recruit.

If you click the link in the email go to step 3.

STEP 2: Login to ANU Recruit

Navigate to <http://hr.anu.edu.au/employment-at-anu/recruitment-toolkit>

NOTE: Ensure that you have disabled the Pop-up Blocker on your web browser. For more information go to <http://itservices.anu.edu.au/online-services/enterprise-systems/frequently-asked-questions/>

From the your dashboard, click the **Offers awaiting your approval** link.

The **Manage offer approvals** page will display with any offers awaiting your approval. Click **View** to review the offer details for that applicant.

STEP 3: Review offer details

The **Offer details** window will display.

Review the offer details.

STEP 4: Review offer document

Scroll down to the **Offer Documents** section and click **View** to open the offer document and/or selection committee report (contract signatory approval will only need to review the offer).

NOTE: There will be other documents attached in this section like Pre-Employment Work Environment report, UniSuper form and the Position Description. This is so they can be provided to the candidate online.

STEP 5: Accept or decline the offer

Scroll to the bottom of the window and click **Approve** or **Decline**.

If there is another user in the approval process, an automatic email will go to them advising that they have an offer awaiting their approval.

If you are the last person in the approval process, an automatic email will go to the Hiring Manager who raised the job, advising that the offer has been approved and an offer can be made to the applicant online.

If you **decline** an offer being made to the recommended candidate, you will be required to leave a note explaining why you declined the offer. The Hiring Manager and Recruitment Selection Support will be notified and the approval process will need to be re-started from the beginning.



Manage offer approvals

The following offers have been assigned to you for approval. Click view to review the offer details.

Offer created	Applicant name
5 Aug 2014	Esmee Weatherall

Offer details

Ms Esmee Weatherall (Esmee)

Personal details

Address: 21 Great Street
Sydney, NSW
2000, Australia
Phone: 02 6666 7777
Mobile: 0410 000 000
E-mail: fleurturner@hotmail.com
Gender: Female
[View profile](#)

Job details

Job title: Senior Lecturer.
Employment type: Continuing
College/Division: College of Arts & Social Scien
School/Faculty/Centre: CASS Administration
Department/Unit:
Team:

Offer details

Approval status: Pending

Recruitment

Save and close Submit Cancel Approve Decline

Please enter a note explaining why these offer details have been declined::

Submit Cancel

NOTE: If you are unsure about any of the offer details, contact the recruiter to discuss this before declining the offer.

Once you have approved an offer it will disappear from your Manage offer approvals page and you will no longer be able to click on the Offers bubble or see the **Offers awaiting your approval** link.

Once the offer has been approved, Recruitment Selection Support will send the offer online to the new starter. The new starter will then be able to accept or decline the offer online.

