Once the Hiring Manager decides on a candidate that they want to offer a candidate the position, you first need to "**PAUSE the job**" so you don't get new candidates apply. Do not close the job as you do not want to do that until after the candidate starts working. *This avoids you having to post a new job if the candidate decides to not work before they start.*

1. Go to the Recruiting tab and on the right side where 3 dots are, click and a menu will pop up. Select "Pause Job". It will change the status to Paused. You w

ned 08/20/2023 Main	tenance Lead [18448	88]	St. Rose of Lima - San Anton	io 0	3	0 0	000
Administrativ		1592191] Paus	ed			Action	~
New Applications 5	Screening O	Phone Interview	In Person Interview	Rejected	Offered O	Hired	
ort By: Application Date	•		Vangie Perez . E: vangieap25@gmail.com			Applied: 05/24/23	
Bulk Action V	<	M: (210) 274-5431 5811 Cliffmont Dr, San Ant	onio, TX 78250		New Application	•	5
Vangie Perez New Application Applied: 05/24/23	(100%)	Select existing or create r	new tag				

2. Go to the candidate you have chosen for the position and change status to Offer Extended.

< Part Time Cou Mount Sacred Heart	unselor [187	4575] Paused				Action ~
New Applications	Screening O	Phone Interview	In Person Interview	Rejected	Offered 1	Hired
Sort By: Application Date	•	Jaime Collazo •••• E: collazo.jaime@me.com M: (210) 414-4497		Reject	Change Status Offer Extended	Applied: 08/10/23
Bulk Action	(100%)	299 Texas Bend, Castroville Select existing or create r]	•

3. Once you are on candidate's name be sure to click on OFFER LETTER on top menu and you will see a new screen with an orange "Send Offer Letter" button.

VICTOR MORENO New Application Applied: 08/21/23		U	U			
	Feed	Information	Messaging	Screener 100%	Interviews	Offer Letter
				Customize and send	d an offer lette	r to VICTOR MOREN
					Send Offer Lett	ter

4. Click on the Send Offer Letter and the following screen should pop up:

6 Complete	Select Offer Letter Template
Select Offer Letter Template In Progress	Select Offer Letter Template to Begin (required)
Compose Offer Letter Incomplete	Enter offer information to prepopulate the Offer Letter
Preview & Send Incomplete	

4a. for Parishes, select "Standard Offer Letter", new data will appear on the screen. Complete every data field as requested.

0% Complete	Select Offer Letter Template	
	Select Offer Letter Template to Begin (required)	
Select Offer Letter Template	Standard Offer Letter	Preview Offer Letter Template
Compose Offer Letter	Custom Placeholders	
	Enter offer information to prepopulate the Offer Letter	
Compose Email Incomplete	Company Name (required)	Job Title (required)
Setup Approvals	Archdiocese of San Antonio	Administrative Assistant
Setup Approvals Incomplete	Candidate First Name (required)	Candidate Full Name (required)
Preview & Send	Evangelina	Evangelina Perez
	Compensation (required)	Employment Status (required)
	Compensation	Employment Status
	Exemption Status (required)	Start Date (required)
	Exemption Status	Start Date
		Sync with Onboarding
	Supervisor (required)	Address (required)
	Supervisor	Address
	Date (required)	Name (required)
	Date	Name
	Number of hours a week (required)	Supervisor Title (required)
	Number of hours a week	Supervisor Title
	Title (required)	
	Title	
		Next: Compose Offer Letter
		Next: compose Otter Letter

- <u>Company Name</u>: ex: St. Mark Catholic Church Job Title: Should be job title you posted.
- Candidate First Name Last Name
- <u>Compensation</u>: ex: \$15 per hour (if hourly) or \$35,000 annual salary (if salaried)
- <u>Employment Status:</u> ex: full-time or part-time or seasonal or temporary (*temp status is only for 90 days*).
- <u>Exemption:</u> non-exempt (hourly)

- <u>Start Date:</u> MMDDYYYY <u>Has to be no less than 10 days from the date you are sending the letter</u> to allow enough time for all the onboarding activities, background check and HR work to be completed. <u>DO NOT PUT ANYTHING SOONER THAN 10 DAYS FROM DATE ON OFFER LETTER.</u> Always check Sync with Onboarding.
- <u>Supervisor:</u> Priest's name
 Address: Street Address, City, State Zip
- <u>Date:</u> Today's Date typed out ex:August 1, 2023 <u>Name:</u> Name of person sending letter
- <u>Number of hours a week</u>: ## <u>Supervisor Title</u>: Pastor
- <u>Title:</u> should be title of whoever is sending offer letter

4b. CLICK on **Compose Letter** (bottom right after all data entered) – the Offer Letter comes up, be sure you carefully read all the information on the letter and delete or correct anything needed. Confirm spelling, correct typos etc. since we want the letter to look professional.

4c. Once complete, CLICK on Next: Compose Email.

4d. ALWAYS add Pastor/Principal/Hiring Manager's email in the CC section. You should also add your own email address in BCC section to ensure you receive. Note: The reason you are copying everyone is to ensure all understand what the candidate is receiving and the steps/action they must complete before moving to the next process. <u>IMPORTANT</u>: If all the items are not completed, it will delay their hiring process and start date.

4e. CLICK on **Next: Setup Approvals** orange button on bottom right. There is NO ACTION NEEDED HERE; DO NOT enable, leave it as Disabled. Just CLICK on **Next: Preview & Send.**

< Send Offer Lette	er
60% Complete	Offer Letter Approvals
Select Offer Letter Template Complete	Approvals Disable Enable Enable or disable Approvals for this offer letter Image: Control of the image: C
Compose Offer Letter Complete	Previous: Compose Email Next: Preview & Send

 The Preview Email and Offer Letter will display and allow you to read one more time before sending. If any corrections need to be made before sending, click on the appropriate section on Left Menu. Once you correct you keep clicking on next button on bottom until you get back to this screen.

5a. Once you are sure all is good to go, CLICK on Send Offer Letter.

Preview Email	
nplate Sandra Gomez (sandra.gomez	@archsa.org) to VICTOR MORENO (Moreno87VE@yahoo.com) August 21, 2023, 1
Dear VICTOR,	
days and is contingent on the c	offer you the position of Maintenance Worker with Archdiocese of San Antonio. This offer is valid completion of professional reference and background checks, in addition to completion of all requ gnocess. To Tully accept this offer, biolow the steps below. It is critical you complete every step C observing process.
	If you accept our offer, please click to sign your offer electronically.
4. Complete the top portion of	ch will initiate your criminal background check, via the link: https://www.virtusonline.org/virtus/ind I the attached new hire form and email to <u>hr@archsa.org</u> . Upon receipt, HR will review and send t
will receive 2 additional emails	e remainder of the form. ess will be launched once the hiring manager sends back the completed new hire form. At that the which will come from Paylocity. <u>Be sure to continue to check your spam and junk folders,</u> titer and follow all the instructions outlined.
	completed correctly, your start day will be delayed. Prior to reporting to work, please ensure you sure Human Resources has cleared you to start employment.
Let us know If you have any qu	estions or if we can provide additional information. Again, congratulationsi
Sincerely,	
Archdlocese of San Antonio	
1 Attachment	
Rilable New Hire and Rehire	Form.pdf
Preview Offer Letter	
	The Second Secon
	Approximately and a second sec

5b. If you decide to NOT send letter, you can click on Previous Set Approvals or click on the top Send

< Send Offer Letter

Offer Letter text and it will give you the option to Cancel Sending the Offer Letter.

Cancel Send Offer Letter		
Are you sure you wish to discard the offer letter?		
Confirm		
	R Fillable New Hire and Rehire Form.pdf	

6. You will now see the Job Offer Letter in the candidate's Offer Letter section as shown below:

New Applications	Screening O	Phone Interview	In Person Interview	Rejected	Offered 1	Hired	
ort By: Application Date	•	Vangie Perez •••• E: vangleap25@gmail.com			Change Status	Applied: 05/24/23	
Bulk Action 🗸 👔	<	M: (210) 274-5431 5811 Cliffmont Dr, San Anto	onio, TX 78250		Offer Extended		
Vangie Perez Offer Extended Applied: 05/24/23	100%	Select existing or create n	iew tag			*	
		Feed Information Mess	saging Screener 100%	Interviews Offe	r Letter		
	0	ffer Letter Status Awaitin	g Candidate Signature				-
			ig Candidate Signature	cind			-
		© View Offer Letter					
		© View Offer Letter	Edit and Resend X Res				

- 7. Bookkeepers/Hiring Managers should call the candidate to let them know the offer letter and email were sent and advise them to read very carefully and to do ALL the steps otherwise the hiring process and their start date will be delayed by Human Resources.
- 8. Bookkeepers/Hiring Managers should start doing Professional Reference Checks to ensure the employee is a good hire.

Hiring Managers do have the right to rescind/retract the job offer if they do not receive satisfactory comments from prior employer(s. This must also be done formally in Paylocity.

Quesitons regarding the offer letter process can be sent to <u>hr@archsa.org</u> or emailed to your specific HR Business Partner. Thank you for all you do!

Human Resources Team hr@archsa.org