



Quick Reference Guide: Extending an eLOI to the Candidate

Instructions: The eLOI Originator will receive an email that an eLOI is ready to review. Use these steps to manage the administrative pause (i.e. upload the final version of attachments, contact the candidate) and instantly send an email to the candidate to offer the position.

Optional: The department may wait to extend the offer until after the supervisor explains to the candidate what to expect when receiving a formal offer (an email from the supervisor including a PDF of the LOI to review and instructions to electronically accept/decline the offer).

1. Log into **AccessPlus** using your **University ID** and **password**



2. Click on the **Kuali Action List**

3. **Select** the ID number of the individual for whom you would like to extend the offer :

Document Id	Document Type	Title
447946	kw01 LOI Document Type	LOI:POL S/B/PROFESSOR/Henry Johansen

Note: The eDoc title is formatted as LOI:Dept/PayBase/Title/Name.

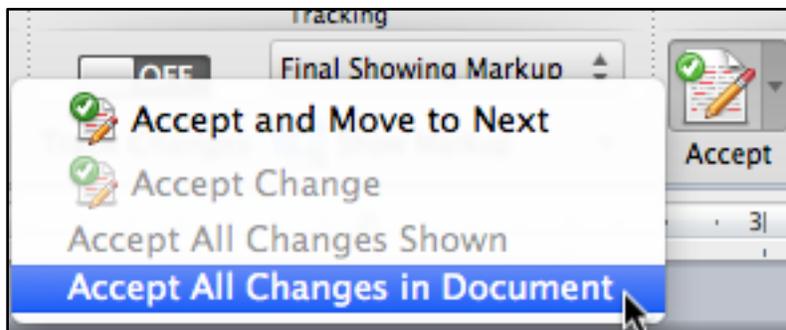
4. **Scroll** to the bottom of the page and find the final version of the required documents and/or comments in notes section

[View attachments](#)

eDocID	Batch Name	Create Date
447896	Letter Of Offer_ MO Modificati	2014-10-23
447896	Letter Of Offer_ Final Edits.d	2014-10-23

5. **Download the final version** (*make edits mentioned in **Notes** section, if applicable*)

6. Verify that no tracked changes or comments are on the document and format the document for distribution



7. Save as a **PDF**



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8. Attach **final PDF documents** to be viewable by the candidate

e-Content Import: KUALI_eDoc_ITS	
eDocID:	511584
Create Date:	2015-05-19
Created By:	chelseya
Internal Use Only:	Y
Choose Files	No file chosen
Import	Cancel

The department may choose to input an administrative pause here to communicate the following to the candidate:

- Electronic offer information will be sent shortly via email
- The posting number, as it is needed to accept/decline the offer
 - *Posting Numbers **END WITH** a letter for P&S*
 - *Posting Numbers **do not have any letters** for Faculty/Other postings*
- Verify the email address is correct

After the eLOI Originator clicks approve on the eLOI, the candidate will instantly be sent an email with:

1. A PDF copy of the letter of intent
2. Instructions to log into AccessPlus , including a unique confirmation number to be entered with posting number

If the candidate **accepts**:

All approvers of the eLOI will be sent an email notification via AccessPlus to acknowledge the offer is accepted. The eLOI Originator shall communicate to the Posting Admin to complete the "Offer Accepted and Recruitment" section of the hiring proposal in PeopleAdmin7 with candidate's UID (found on the eLOI) and change the hiring proposal status to "Offer Accepted, Confirmed Hire."

If the candidate **declines**:

All approvers of the eLOI will be sent an email notification via AccessPlus to acknowledge the offer being declined. The eLOI Originator can communicate to the Posting Admin to update the hiring proposal status in PeopleAdmin7 to "Offer Declined".