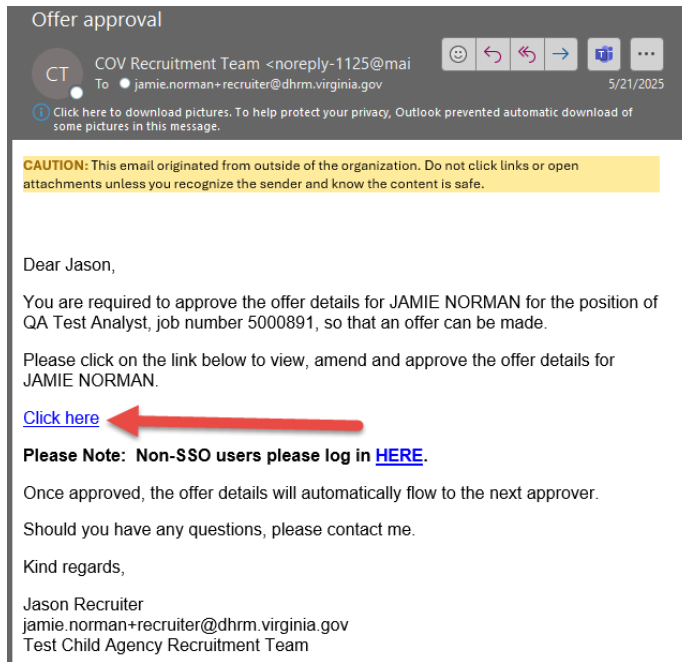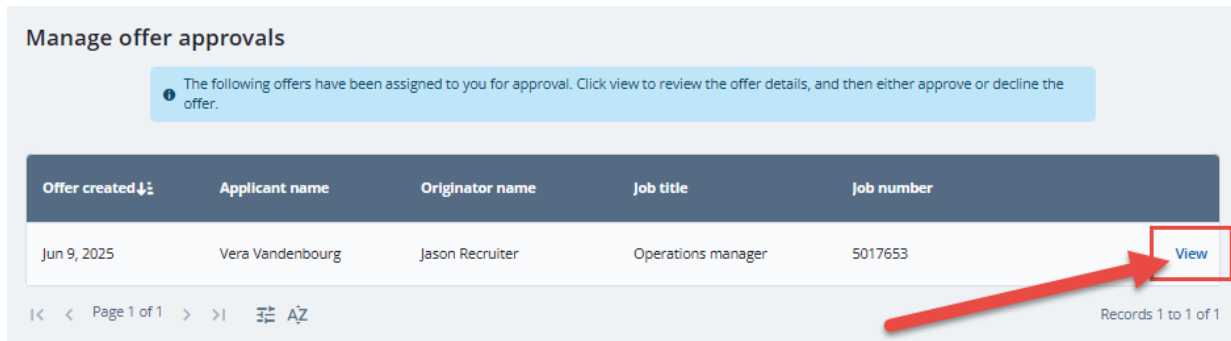# Approving/Declining an Offer

1. When an offer is ready for review, an email notification will be sent. This email will contain general information related to the role. Click **"Click here"** to be directly to the offer within PageUp.
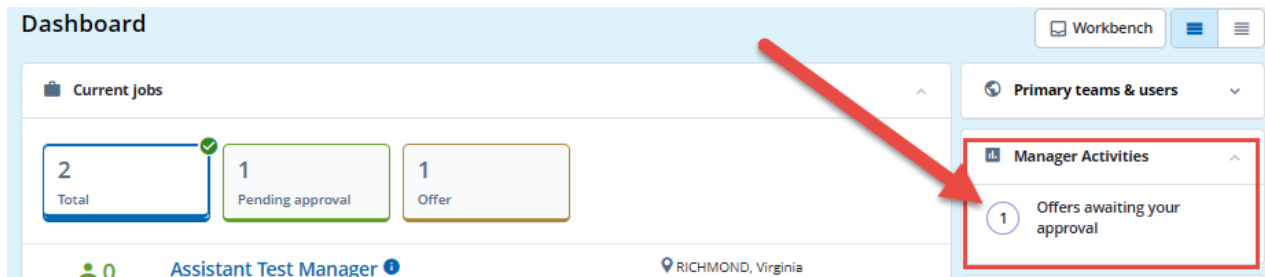   **NOTE**: Non-SSO/ Non-COV users have a designated hyperlink specified in the email.

2. PageUp will direct the user to *Manage offer approvals* screen, click *View* against the applicable offer.
   NOTE: Pending offers can be found in *Manager Activities* section (Recruiter Dashboard) or *Offer* tile (Hiring Manager Dashboard).
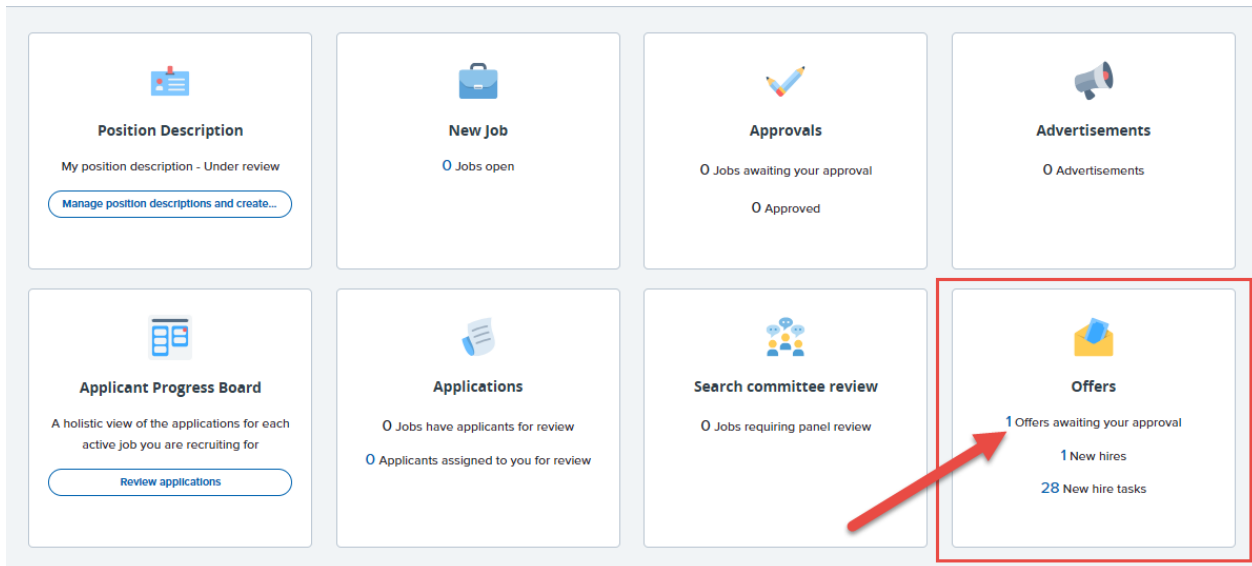

Recruiter dashboard:

Hiring Manager dashboard:

3. Review all fields completed on the Offer Card.

4. Once the offer has been thoroughly reviewed, click Approve or Decline based the review.

a. <u>Approve</u>: Triggers a notification to the next approver to act. Upon the last approval, an approval notification will go out to the Originator (Recruiter).
b. <u>Decline</u>: Triggers additional action to take, then will trigger the Originator to update based on feedback provided. The Recruiter will complete necessary action, then re-start the approval process again.
    i. Provide commentary for Recruiter.
    ii. Click Save.