

Offer Process Guide

Preparing the Offer

Move applicant Finalist to status **“Verbal Offer (Prepare Offer).”**

The screenshot shows the 'Operations manager' interface with a list of applicants. Hilda Norman (Finalist) is selected. A pop-up window titled 'Hilda Norman (Finalist)' is open, showing a list of application statuses. The status 'Verbal Offer (Prepare Offer)' is highlighted. At the bottom of the pop-up, the 'Next >' button is highlighted with a red box.

Applicant details	Flags	Submitted	Application status
Ponnette Smith Richmond		SEP 28 2023	Panel / Search Committee Review
Glenn Blair Chester		SEP 28 2023	Screen Unsuccessful
Hilda Norman Richmond		SEP 19 2023	Finalist

Showing 1-3 results of 3

Hilda Norman (Finalist)
Change application status

- Second interview completed
- Interview Successful
- Interview Unsuccessful
- Reference Check
- Reference Check Successful
- Reference Check Unsuccessful
- Finalist
- Verbal Offer Unsuccessful
- Verbal Offer (Prepare Offer)**
- Online Offer Made
- Conditional Offer
- Offer Accepted
- Offer Declined
- Offer Paperwork, Form Complete
- Offer Rescinded
- Physical/Agility testing
- Physical/Agility testing - Fail
- Medical Exam
- Medical Exam - Fail
- Background Check
- Background Check Unsuccessful
- Hired
- Hired (Multiple Positions)
- Position Cancelled
- Applicant Requests Withdrawal
- Ineligible

Save **Next >** Cancel

Select “Next” to review status change detail in pop-up window.

Available edits

Communications sent:

Email applicant (selections available):

Yes – Edit email as needed

No – No email is sent.

The screenshot shows an email composition window. The 'From' field is 'jamie.norman+recruiter@dhrm.virginia.gov'. The 'Subject' field is empty. The 'Message' field is empty. Below the message field is a 'Drag & Drop files here' section with a cloud icon and a note about the 400MB file size limit.

Email: Applicant: ☒ Yes ☐ No

From:* jamie.norman+recruiter@dhrm.virginia.gov

Subject:*

Message:

Formats - A - B - I - U - S - L - P - M - T - F - C - D - E - G - H - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z - 0 - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - < > ?

Drag & Drop files here

Or click to browse from local drive.

400MB file size limit

Additional users from job (selections available):

Yes – To send a communication.

- Select listed users from job and/or offer.
- Manually add an email recipient in “Other additional users” field.
- Edit email as needed

No – No communication is sent.

Additional users from Job: ☒ Yes ☐ No

Additional users from Job

☐ Agency Director ☐ Originator

☐ Recruiter ☐ IReportsToProviderID shows on Recruiter dashboard

☐ Hiring Manager / Panel Head ☐ Interview Panel Member

Additional users from Offer

☐ HR Rep / Onboarding Delegate 2 ☐ Originator

☐ Reports to manager

Other additional users

Email from:* COV Recruitment Team <noreply@dhrm.virginia.gov>

Email subject:* Verbal Offer Extended

Email body:* [Merge fields](#)

Rich Text Editor: B I U S ?

Hello {EMPLOYEEFIRSTNAME},

{FIRSTNAME} {LASTNAME} has been extended a verbal offer for {JOBNO} - {JOBTITLE}.

Kind Regards,

{JOBOWNERFIRSTNAME} {JOBOWNERLASTNAME}

{DEPARTMENT}

Drag & Drop files here

Applicant notes can be added in lieu of sending an email. Type notes into Note text box.

Email: Applicant: ☐ Yes ☒ No

Additional users from Job: ☐ Yes ☒ No

Note

The following will be added to the applicant notes for administrators to view:

If an automatic job status change is set against an applicant status, the user has the option to override the job status change. Select **No** to not move the job status.

Update job status from HM/SC Review to Offer: ☒ Yes ☐ No

Move now **Cancel**

After confirming status change details, click **Move Now**.

The next window will populate the **Offer Details** screen. Navigate down the screen completing all necessary and required (*) fields starting at the **Offer Details** section.

Select the position that will be filled for current offer.

Offer details

Approval status: **Pending**

Recruiter: Test Recruiter

Date entered: Jul 3, 2025, 1:56 pm

Application source: Agencies - Recruitment agency [Edit](#)

Positions:

Position Number:	Type:	Applicant
<input checked="" type="radio"/> TEST1251 Position No: TEST1251		-
<input type="radio"/> TEST1234 Position No: TEST1234	New	-

Offer Details

1. Working Title: *autopopulated
2. State Role Title: Job Code Title
3. Start date: Hire date
4. Day One Reporting Date: First day to report to work
5. Day One Reporting Time: Time to arrive
6. Offer Signed By: *agency discretion

OFFER DETAILS

1

Working Title: **Operations manager**

2

State Role Title: Test Team President

3

Start date:* Aug 10, 2025

4

Effective date of hire in Cardinal

5

Day One Reporting Date:* Aug 11, 2025

6

Day One Reporting Time:* 9:00 am

6

Offer Signed By:

Please enter the "TIME" above in the following format - 00:00 am/pm

No user selected.

Salary details

1. Annual salary: Employee salary
2. Semi Monthly Pay: Standard semi-monthly pay for listed salary
3. Hourly Pay rate: Use only for wage/hourly hires

SALARY DETAILS

1

Annual salary: 98,125

2

Semi Monthly Pay: 4,088.54

3

Hourly Pay rate (if not Annual Salary):

Onboarding details

1. Working Title: Agency unique title
2. Onboarding Form: New hire form
3. Onboarding Workflow: Select option to use "Onboarding" module or "no onboarding"
4. Reports to Manager: Manager/Supervisor the new hire is reporting to.
5. HR Rep/Onboarding Delegate: Agency HR Rep who will be responsible for overseeing onboarding process.
6. HR Rep/Onboarding Delegate 2: Secondary agency HR Rep who will be responsible for overseeing onboarding process (if applicable)

ONBOARDING DETAILS

1

Working Title: Operations manager

2

Onboarding Form:* New hire form

3

Onboarding Workflow:* Onboarding

4

Reports to manager:* Cynthia McManager

ponnette.smith+hm@dhrm.virginia.gov

5

HR Rep / Onboarding Delegate: Test Recruiter

jamie.norman+recruiter@dhrm.virginia.gov

6

HR Rep / Onboarding Delegate 2: Jules Recruiter

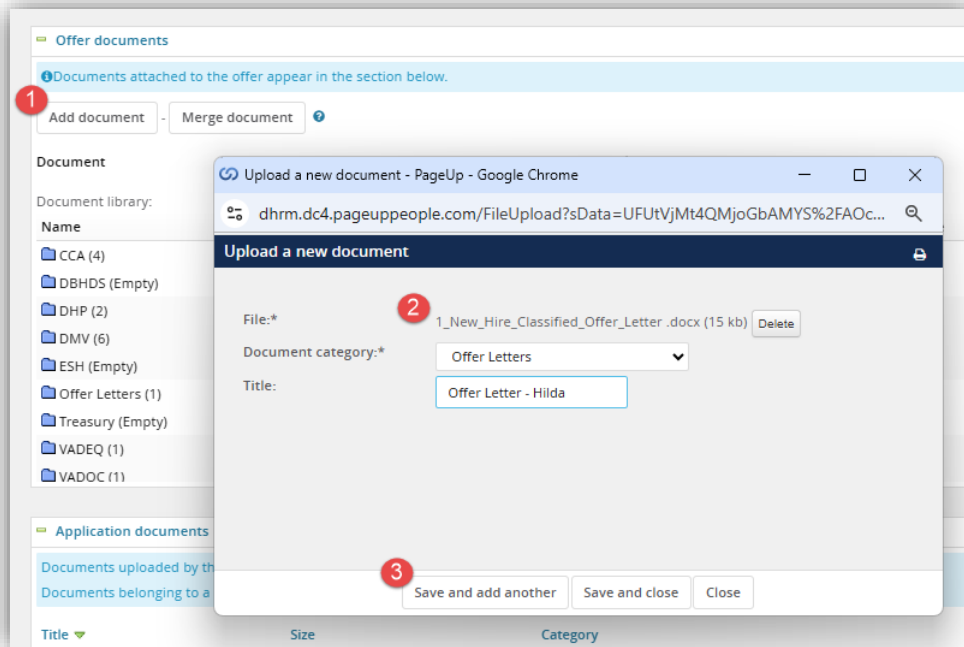
jamie.norman+juliaRecruiter@dhrm.virginia.gov

Offer Progress

DO NOT fill in this section. It will be auto populated.

Offer Documents

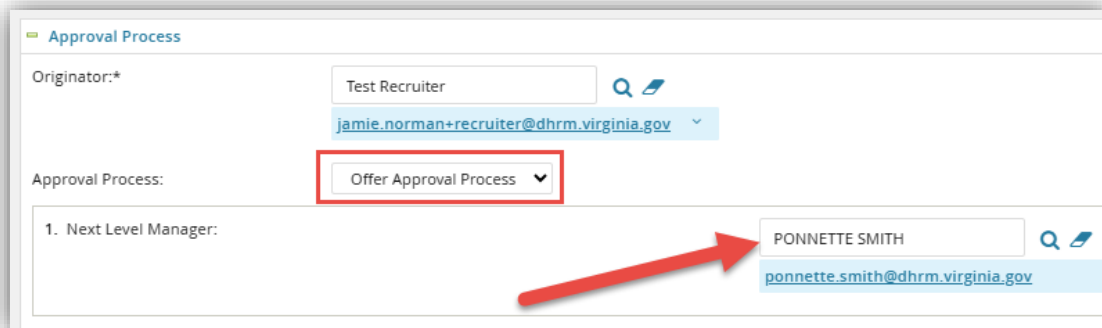
1. Select *Add Document*.
2. In pop-up window, select *Upload file*. Choose documents as appropriate (agency offer letter). *
3. Save.



***NOTE:** Multiple documents can be added to offer

Once the offer details are complete, scroll to the **Approval Process** section to begin the approval process.



Select the *Offer Approval Process* and designate the appropriate offer approver.





Click **Save and Close** to begin the approval process.


NOTE: Further action cannot be taken until the approver has reviewed and approved the offer.

Approval Process

Originator:*  
jamie.norman+recruiter@dhrm.virginia.gov ▼



Approval Process: ▼


1. Next Level Manager:  
ponnette.smith@dhrm.virginia.gov ▼



Approver will receive an email notifying them that the offer is awaiting their approval

Offer approval

 COV Recruitment Team <noreply-1125@mail.pageuppeople.com>
 To: 

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear JAMIE,

You are required to approve the offer details for Hilda Norman for the position of Operations manager, job number 517581, so that an offer can be made.

Please click on the link below to view, amend and approve the offer details for Hilda Norman.


[Click here](#)

Please Note: Non-SSO users please log in [HERE](#).

Once approved, the offer details will automatically flow to the next approver.


Should you have any questions, please contact me.




Kind regards,



Jason Recruiter
-recruiter@dhrm.virginia.gov
 Test Child Agency Recruitment Team

Sending an Online Offer (Offer Letter)

1. Once the offer has been approved, the Originator (as designated in the Approval process section) will receive a notification via email.

Offer approved 

 COV Recruitment Team <noreply-1125@mail.pageuppeople.com> 1:48 PM (1 minute ago)  

To:  

Dear Ronald,

Offer details for Emery cibulka for position of Direct Service Associate III, job number 492319, have been accepted and the contract is being processed.

Kind regards,

KRISTEN HICKS
 Hiram Davis Medical Center Recruitment Team

2. To send the formal offer letter to the applicant, navigate to the applicable job.
3. Navigate to finalist and move status to “**Online Offer Made**” of the candidate that is receiving the offer.
4. A default communication is triggered and sent to the finalist for this status change. The email provides all details for how the log into the online applicant account to review the offer documents and formally accept/ decline the offer.

Once action has been taken, a notification will trigger advising if the applicant has accepted or declined the online offer.

Hilda Norman (Verbal Offer (Prepare Offer))

Confirm status change

You are about to move **Hilda Norman** to a different status:

From status: Verbal Offer (Prepare Offer)
To status: Online Offer Made

Communication template: -- No template --

Upon moving into this status, the applicant(s) will have the ability to approve or decline an employment offer for this job. On accepting the offer, the applicant will be required to complete the New hire form form.

Email: Applicant: ☒ Yes ☐ No

From:* COV Recruitment Team <noreply@dhrm.virginia.gov>
Subject:* Application outcome

Message:

Dear Hilda,

We would like to formally welcome you to Test Child Agency in the position of Operations manager.

In order to view your job offer, which outlines the terms and conditions of your employment, please follow the steps below:

1. Access the **Commonwealth of Virginia** careers website at jobs.virginia.gov. Then click on 'Existing Applicant Log-in' and log into your account. If you have forgotten your password, please click on the 'Forgotten Password' link. A new password will be generated and sent to your email address.
2. At the top of the screen you will see a yellow bar. Click on the 'View Offer' link to review your job offer.
3. Please open and review your offer documents before accepting or declining your offer.
4. After viewing your offer, you will need to close the letter and return to the previous screen. If you want to accept your offer, please click on the 'I accept' button.
5. Once you indicate your online acceptance, you will be prompted to complete an online Employee Details Form. Please fill out the details of each form accordingly.

Should you require further information or have any questions, please do not hesitate on

Move now Cancel