TA.04 – Communicating with Candidates and Producing an Offer Letter

**Recruiter**

- Complete Ref. Check and Sal. Quote

**HR Line Manager**

- Communicate Verbal Offer to Applicant
- Communicate Accepted Verbal Offer to Recruiter

**Candidates**

- Accept Verbal Offer?
  - Yes: Update Candidate Status to Trigger Offer Letter
    - Update Candidate Status to Trigger Background Check and Onboarding (if applicable)
    - End
  - No: TA.01, TA.02, or TA.03 Pending Decision by Recruiter

- Receive Accepted Verbal Offer Correspondence
- Receive Physical Offer Letter
- Receive Background Check Notification and Onboarding Instructions

- Onboarding an Employee (OB.01)

- Includes negotiating, revisiting candidates/applicant pool, or starting over from the beginning of the Requisition