

How to Submit an Offer Letter in Taleo Admin

Once the decision has been made on which candidate to hire, an offer letter must be generated

How do I create an offer letter in Taleo Admin?

1. Log in to Taleo Admin using your Pack Portal. Taleo Admin is located under the Human Resources drop-down.
2. Click on the 'Requisitions' tab and search for the position that you are hiring for.
3. Click on the green bubble under the 'Candidates' heading to access the list of people who applied
4. Select the name of the individual that you would like to hire
5. Under the 'Offer Letter' section, click on the 'New Offer' button
6. Complete the offer letter and then click 'save'
7. Review the offer letter. If anything needs to be changed, click the 'modify' button under 'action'. If everything looks good, click the 'submit for approval' button under 'action'.

The information entered in the Offer Letter Details will populate the official Written Job Offer Letter, which will be emailed to the candidate. All fields highlighted in red are required fields.

Offer Letter Details

- **Requisition:** Please ensure that you have selected the correct requisition and position number. There is a blue 'view' button beside this section that will pull up the requisition in a new window to verify
 - **NOTE: Every job that an applicant has ever applied for will show up under this drop-down. It is important that you verify the position number so that an offer is created for the correct job.**
- **Offer Template:** Select the appropriate offer template

- **Title:** Type the 'Classification Title' that was used in the requisition. This is the state-appropriated title.
- **Working Title:** This title can differ from the classification title and be more fitting for the job itself.
- **Supervise FT Emps?:** Will this individual be supervising any Full-Time employees?
- **Anticipated Start Date:** Enter approximate start date. HR will populate the official start date after their review.
- **Evaluation Manager:** Type in the name of the individual's supervisor. If this is full-time, this will need to be the person who will complete their 90-day and annual evaluation.
- **Manager:** Click the drop-down and select the supervisor's name. This will be who is approving their Time and Attendance.
- **Supervisor's ID:** Enter the ID of the individual that you listed in the 'Manager' box
- **Supv's Timesheet Orgn:** Enter the 6-digit timesheet org code for the individual that was listed in the 'Manager' box
- **Dept. Phone Number:** Enter either the department's main line or the office phone number of the individual that you are hiring
- **Employment Type:** Select the appropriate option
- **Annual or Hourly Salary:** Enter the dollar amount
- **Shift Pay:** No for employees clocking in before 2:00 PM. If an individual is clocking in after 2:00 PM, the answer will be yes
- **HR Use - Expiration Date:** Leave this blank. HR use only.
- **Contract Term:** Select the appropriate option
- **International Sponsorship:** Change to yes if sponsorship is required
- **Current Employee:** Indicate if this is a current employee. If so, please enter their idea
- **Comment:** Add any necessary comments
- **Grant Information Section:** Provisional position only - enter the grant begin and end dates
- **Adjuncts, Graduate Assistants, & Resident Assistants:** enter contract dates
- **Faculty & Childhood Services Contract:** entry type of contract and contract dates
- **Budget Information Section:** Enter where the position will be funded from

I need help submitting an Offer Letter in Taleo Admin. Who do I contact?

- ☐ Full-Time Staff & Faculty: [Peyton Gunn](#)
- ☐ Work Study, Part-Time Non-Student, Student: [Kelly Carrick](#)
- ☐ Graduate Assistant & Part-Time Faculty (Adjuncts): [Olivia Clark](#)

Revision #3

Created 2025-11-06 20:14:08 UTC by Kristin Carson

Updated 2025-11-20 14:19:31 UTC by Kristin Carson