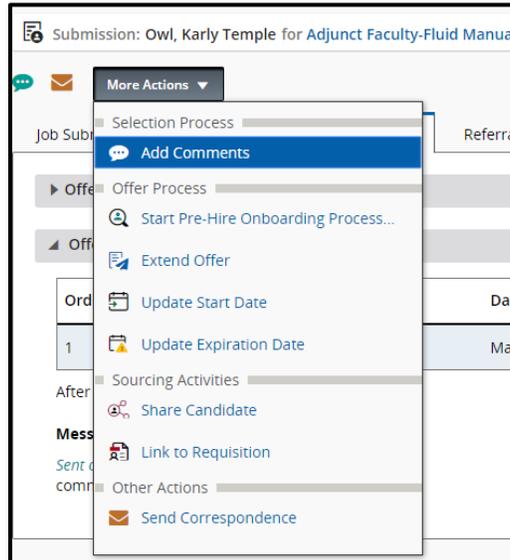


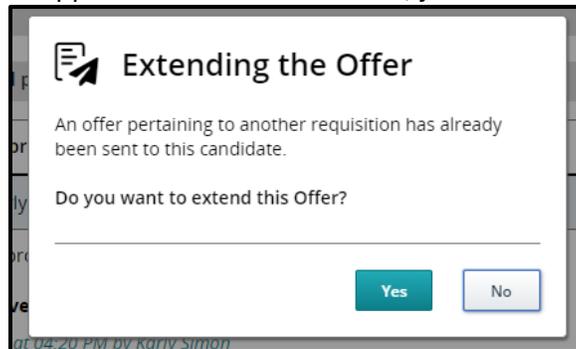
## Extend the Offer – Not a Multi-Semester Offer

These instructions will walk the Department Recruiter through how to ensure the multi-semester paragraph from the offer letter template **is not included**.

1. Navigate to the candidate's name in your requisition to open their profile.
2. Go to **More Actions** and select **Extend Offer**.



3. Recruiters will see the following pop-up warning box. If you have the proper authority, you may click **Yes** to self-approve the offer. Otherwise, you must route for approval.



- An **Extend Offer** dialogue box will appear. Select **E-Offer** and select **Next**.

**Extend Offer**

Candidate Name	Target Start Date	Start Date	Expiration Date
Karly Temple Owl	Not specified	Mar 2, 2020, 8:00 AM	Mar 16, 2020, 5:00 PM

How do you want to extend this offer?

E-offer

Email

Printed Letter

Verbally

Cancel Next

- To select the correct template, open **Filters**. From the “**Intended for**” dropdown, select **External** versus **Internal** candidate as appropriate. In the **Keyword** section, type your school/college name, then select **Apply Filters**.

**Filters**

Organization

Location

Job Field

Confidential

Read-only attachment

Intended for:

External Candidates

Keyword

School Name

Apply Filters Clear All

- Select the appropriate template to view the template.
- Review the paragraphs to ensure the correct items are selected. Ensure the Multi-Semester Paragraph is unchecked.**

Extend offer by E-offer - Select Offer Letter Template

Hide Template List

Showing Templates (46)	Boyer College of Music and Dance - Internal Language: English
<p>Beasley School of Law - Internal</p> <p>Code: ADJ_APPT_LAW_INTERNAL</p> <p>4 paragraphs Intended for: Internal candidates</p> <p>Language: English</p> <p>Boyer Artist in Residence - Internal</p> <p>Code: ADJ_APPT_BOYER_AIR_J</p> <p>5 paragraphs Intended for: Internal candidates</p> <p>Language: English</p> <p><b>Boyer College of Music and Dance - Internal</b></p> <p>Code: ADJ_APPT_BOYER_INTERNAL</p> <p>5 paragraphs Intended for: Internal candidates</p> <p>Language: English</p> <p>College of Education - Internal</p> <p>Code: ADJ_APPT_EDUCATION_J</p> <p>5 paragraphs Intended for: Internal candidates</p> <p>Language: English</p> <p>College of Engineering - Internal</p> <p>Code: ADJ_APPT_ENGINEERING</p> <p>5 paragraphs</p>	<p>Select the paragraphs to include in the message</p> <p>Expand All</p> <p><input checked="" type="checkbox"/> Header - Boyer</p> <p><input checked="" type="checkbox"/> Opening - Adjunct - Internal</p> <p><input checked="" type="checkbox"/> Terms - Adjunct</p> <p><input checked="" type="checkbox"/> Signature - Center Performing Arts</p> <p><input type="checkbox"/> Multi-Semester-Eligibility-TAUP</p>

Previous Cancel Select Template

8. Select the **Select Template** button to continue.

9. Input a Prefix and the information regarding the course, including the name of the course. Then select **Apply**. This will resolve the unresolved tokens.

The screenshot shows the 'Extend offer by E-offer - Edit Message' window. At the top, it displays candidate information: Candidate Name 'Owl, Hooter', Target Start Date 'Not specified', Start Date 'Dec 21, 2020, 12:00 AM', and Expiration Date 'Jan 4, 2021, 3:05 PM'. On the left, there is a 'Missing Information' section with input fields for 'Input Candidate Prefix' and 'Input teaching course', and an 'Apply' button. The main 'Edit Message' area shows a warning: '2 unresolved tokens were found. Please make the necessary revisions before extending this offer using the following method: E-offer'. The tokens listed are '{Input Candidate Prefix}' and '{Input teaching course}'. Below the warning is a rich text editor with a toolbar and a preview of the message content, which includes the Temple University logo and address: 'The Fox School of Business and Management, 1801 Liacouras Walk, 362 Alter Hall (006-01), Philadelphia, PA 19122'. At the bottom right, there are buttons for 'Previous', 'Cancel', 'Print', and 'Extend Offer'.

10. Review the contents of the contract, then select **Extend Offer** when you are ready to extend your offer. The Adjunct will receive an email with a link to Taleo to accept the offer.

The screenshot shows the 'Extend offer by E-offer - Edit Message' window after the tokens have been resolved. The 'Message Preview' section now shows a green checkmark and the text: 'Execute action "This offer letter contains no unresolved variables and is ready to be extended." using method "E-offer"'. The message content in the preview area is the same as in the previous screenshot, but it now includes the date 'December 21, 2020' at the bottom. The 'Extend Offer' button is now highlighted in blue, indicating it is ready to be clicked.

**Taleo Tip:** If the Internal Offer Letter template is selected, their TUID will appear on the E-offer appointment letter instead of their home address.

11. The Adjunct's step/status will update to **Offer: Extended**.

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**HIGHLIGHTS (CURRENT SUBMISSION)**

Required met	Assets met
<b>0/1</b>	<b>0/1</b>

Step: **Offer**

Status: **Extended**

Source: **Temple Recruiter**

Date of Application: **Nov 18, 2020**

12. To access a copy of the Adjunct’s offer letter, select the **History** tab in the candidate’s submission. You will see the title of the letter in the **History** tab. You can click on the title of the letter to view a copy of the offer.

Job Submission
Attachments(1)
Offers
Interviews
History

Show history for

Current submission - Adjunct Faculty traini

Modify Categories

10 out of 12 event categories selected

▲
Adjunct Faculty training 4 video (ID: 20000289)

Date	Events	Details/Comments
Dec 21, 2020, 3:31:42 PM	Offer 1 - Sent as E-Offer	Fox School of Business - External <a href="#">🔗</a>