

**Introduction**

Approvals for the Offer Card in CHRS Recruiting occur when a candidate has been selected and the Hiring Manager is ready to notify the HR Recruiter to extend a contingent offer (replaces the hiring memo). Email notifications will be sent to approvers in sequence. After one person approves, the next will receive an email and so forth. Approvals will vary by division.

**Step-by-Step Process**

Unlike the job card, the offer card cannot be approved by replying to the email notification. There are two options to navigate to the offer card for approval.

<p><b>Navigate to the Offer Card –Option 1</b></p> <ol style="list-style-type: none"> <li>1. From the email notification, click the Click here link (A)</li> <li>2. CHRS Recruiting uses your SDSUId credentials to login</li> <li>3. It will take you to the offers list</li> <li>4. Click View (B)</li> </ol>	
<p><b>Navigate to the Offer Card –Option 2</b></p> <ol style="list-style-type: none"> <li>1. Log into CHRS Recruiting using your SDSUId and password.</li> <li>2. On the tiled dashboard, the Offers tile will show the number of jobs awaiting your approval.</li> <li>3. Click the hyperlinked number to view the Job Card and approve</li> </ol> <p><i>Note: your role dictates which dashboard you will see. There are two types: List, Tiles.</i></p>	

**The Offer Card displays**

1. Review the key details of the offer:
  - Applicant name (A)
  - Job details (B)
  - Salary & compensation (C)
2. Click Approve at the bottom (D)

If applicable, you may decline the Offer Card as well. This will notify the hiring manager and the person who created the Offer Card.

*Please note, you can see the full approval process, along with dates of approval. Depending on your access you may be able to edit the approval process. We recommend leaving as is.*

**Emily Applicant** A

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Personal details

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Address: California United States Phone:  
 E-mail: [emilyapp@yahoo.com](mailto:emilyapp@yahoo.com)  
 Applicant No: 176767

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Job details B

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CSU Working Title: i Assistant Test Coordinator.  
 Position Type: Staff  
 Campus: San Diego  
 Division: Student Affr Campus Diversity  
 College/Program: Student Affairs Asso VP-TC  
 Department: Testing Services Office - 50110  
 Time Basis: Full Time

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SALARY and COMPENSATION C

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Base Pay Rate:\* 3,650  
 Unit basis:\* Monthly  
 Monthly Pay: 3,650  
 Annual salary:    
 Relocation:    
 Sign on bonus:    
 Other supplementary compensation:    
 Salary notes:

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D

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Save and close
Submit
Cancel
Approve
Decline