

Viewing an application to make a verbal offer

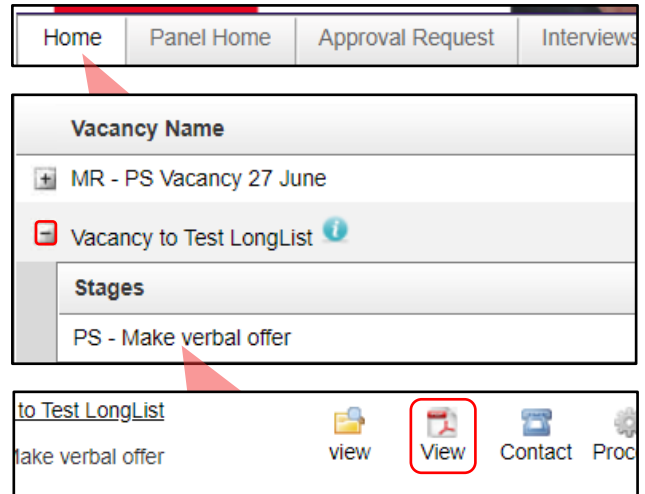
Once a candidate has been moved to the verbal offer stage, their application form can be reviewed again as it now includes salary details as well. Salary details can be used to make a verbal offer to the candidate.

To view an application:

Click **Home**. The Home page opens. Vacancies are displayed in the grid.

Click the plus icon to expand the stages tab and click **PS – Make verbal offer**. Candidates at the make verbal offer status are displayed in the vacancies pane.

Click **View** on the candidate you want to view. The Application form window opens.



Note: Professional Services applications must be at the 'PS - Make verbal offer' stage stage before salary information is displayed.

Moving an application to the verbal offer accepted stage

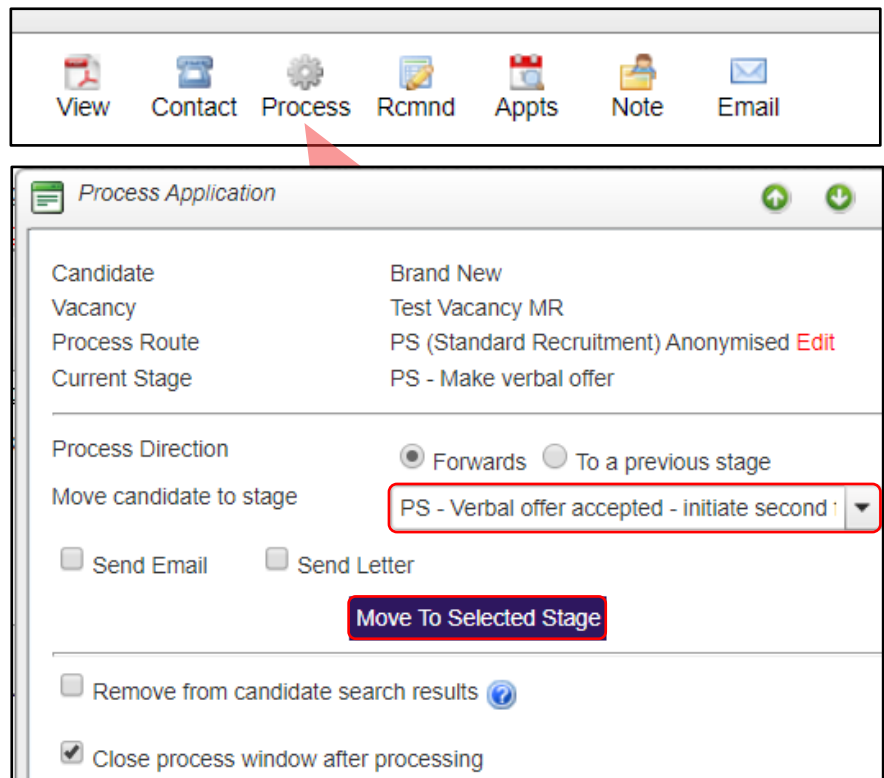
After viewing the candidate's salary details, a verbal offer can be made to the candidate. After the verbal offer has been accepted, a second fund check request must be initiated.

To progress an application, from the Vacancy page:

Click **Process**. The Process Application window opens.

Move candidate to stage: select 'PS - Verbal offer accepted – initiate second fund check' from the drop-down list.

Click **Move To Selected Stage**. The application is moved to the verbal offer accepted stage and the Process Application window closes.



Completing the offer checklist and submitting the second fund check

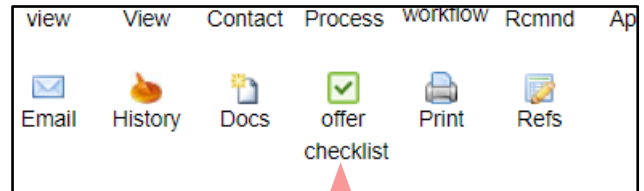
When an application has been moved to the verbal offer accepted stage, you must complete the offer checklist. You can check the first fund check details to see what was approved before raising a second fund check request. The first fund check includes a salary range which must be approved by Finance to make sure there are sufficient funds. The second fund check is completed after an offer has been accepted by a candidate to check whether sufficient funds are still available and that the salary and benefits offered are approved by HR and Finance.

To complete the offer checklist from the Vacancy page:

Click **offer checklist**. The Offer Checklist window opens.

To view the details of the first fund check, click **1st Fund Check**. The 1st Fund Check tab expands.

To complete the second fund check, click **2nd Fund Check**. The 2nd Fund Check tab expands.



The screenshot shows the 'Offer Checklist' form. At the top, it says 'Candidate Brand New' and has a 'Print' button. Below this, there are two tabs: '1st Fund Check' and '2nd Fund Check'. The '2nd Fund Check' tab is active. The form contains the following fields:

- Name of Successful Candidate:** Mohammad Rehman
- 2nd Fund Check Submitted By:** Jen Lesnik
- Is the Candidate an Internal member of staff? ***: Radio buttons for Yes and No (No is selected).
- Salary for Approval *:** SBA2 50.0 £74,814
- Additional Salary Options -**: A dropdown menu with options: Supplement, One off payment, Enhance research allowar, Not required.
- Are they different to those on the original request?**: (This field is currently empty)
- If an additional salary item is required, please state the amount and the reason it is required**: (This field is currently empty)
- Contract Start Date *:** 03-10-2019
- Contract End Date:** 02-10-2020
- Confirm Line Manager *:** Claire Hill
- Review Period:** 12 months

Name of successful candidate: enter the name of the candidate.

2nd Fund Check Submitted By: enter the name of the person submitting the second fund check.

Is the Candidate an Internal member of staff?*: if the candidate is an internal member of LSE staff, select **Yes**. If the candidate is not an internal member of LSE staff, select **No**.

Note: mandatory fields are shown in bold and marked with an *. For example, **Is the Candidate an Internal member of staff?***.

Salary for Approval: select the salary band and negotiated salary amount from the drop-down list. For example, SBA2 50.0 £74,814. You can enter an other amount, if required.

Additional Salary Options: select any additional salary options for this offer. For example, Supplement. To select multiple options, press **[CTRL]** and click multiple-options. You can enter additional salary item amounts and reasons below, if required.

Contract Start Date: enter or select the date the contract starts. For example, 03-10-2019.

Contract End Date: if the contract is not permanent, enter the contract end date. For example, 02-10-2020.

Confirm Line Manager: enter the name of the line manager for this role.

Review Period: select the review period for this role, if applicable. For example, 12 months.

Completing the offer checklist and submitting the second fund check (continued)

If the negotiated salary differs from the starting salary guidance then a business case must be made. If the salary is within the guidance limits, please select N/A for the questions on the Business Case tab.

Have you considered the salary levels of comparable within the Service Division/Department: select **Yes**, or **N/A**, if not applicable.

Have you varied the salary level of the candidate if matching or exceeding the salary level: if you have varied the salary level, select **Yes**. If not select **No**, or **N/A**, if not applicable.

Clearly explain the rationale for how the salary level step reflects the candidates previous skills, qualifications and experience in relation to range of the salary scale and future development of the candidate in the role *: enter the rationale for the salary level selected.

Business Case

Please provide your business case for the offer you wish to make to the successful candidate

Starting Salary Guidance can be found [here](#)

Have you considered the salary levels of comparable within the Service Division/Department? *

Yes No N/A

Have you varied the salary level of the candidate if matching or exceeding the salary level? *

Yes No N/A

Clearly explain the rationale for how the salary level step reflects the candidates previous skills, qualifications and experience in relation to range of the salary scale and future development of the candidate in the role *

The candidate is qualified for the role.

The Funding and HR Approval Names and Comments Only section is completed by the approvers. Please do not write or select anything in this section.

When you have entered the second fund check details, click **Submit**. The Second Fund Check is submitted for approval.

Next, you must start the workflow.



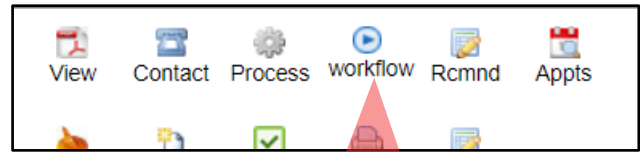
Important: if the second fund check is rejected, the candidate must be moved back to the 'PS - Make verbal offer stage' and then moved to the 'PS -Verbal Offer accepted - initiate second fund check' stage. The reason for the rejection must be resolved and the second fund check process must be completed again.

Starting the approval workflow

Finally, you must start the approval workflow. You must select the HR and funding approvers who are responsible for reviewing and approving or rejecting the second fund check.

To start the workflow from the Vacancy page:

Click **workflow**. The Start New Workflow window opens.



Workflow Definition: select the workflow definition depending on the type of vacancy from the drop-down list. For example, Professional Services or Academic.

Name for the new workflow: enter the job title for this vacancy. For example, HR Advisor.

Your email address: enter your email address and press **[Enter]**. The email is automatically populated in the right-hand field.

HR email address: select the HR approver's email address from the drop-down list.

Funding email address: select the funding approver's email address from the drop-down list.

When you have entered the workflow summary information, click **Start workflow**. The workflow is started. Automatic email notifications are sent to the selected HR approver. After it has been approved by HR, the request goes to the designated Finance colleague for funding approval.

Once approved, an automated email is sent to the HR Administrators so that an offer letter can be drafted and sent to the candidate.