Requesting Approval for the Job Offer
When you are in the ATS, you will see this information in the upper, right-hand corner of the screen.

- **Your Name**: Shows information about you as an ATS user.
- **Click to return to the Main Menu**: Click here to return to the Main Menu.
- **Click here to log completely out of the ATS**: Click here to log completely out of the ATS.
Job Offer

• Before a Job Offer can be made to the candidate, the proposed offer MUST be approved.

• The approval is initiated in the ATS and completed in IRIS.

• Follow these instructions to request approval of the proposed job offer.
To access the employment Applicant Tracking System directly and not via an email link, enter the following URL in the search window of your web browser:

– https://ut.taleo.net
Accessing your Candidate List

If you are not logged into the UT Network, you will be asked to log in using your netid and password.

Note: If you are logged into the UT Network, you will not see this screen.
This is the screen you will see if you access the ATS directly and are not logged into the UT Network.

Log in using your netid and password.

Note: If you are logged into the UT Network, you will automatically be directed to the ATS Main Menu as shown below.
To view your candidates, click on Recruiting.
On the Main Menu, click View Candidates to view and manage the candidates for your requisition.
When you are in the ATS, you will see this information in the upper, right-hand corner of the screen.

Click to return to the Main Menu.

Shows information about you as an ATS user.

Click here to log completely out of the ATS.
A list of your active requisitions appears.

Click on the right arrow next to the requisition title to see the list of candidates for the requisition.
**HINT:** To filter your requisition list to show the requisition with which you want to work, click on Requisitions and scroll to the Requisition ID field. Enter the Requisition ID and click the refresh button ( ).
From this display, you may choose your successful candidate and begin the process to submit the proposed job offer for approval.

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Req. ID, Title</th>
<th>Selection Step, Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate, Adrienne</td>
<td>11000000A8 - Director of ATS</td>
<td>Search Committee Review - To Be Reviewed</td>
</tr>
<tr>
<td>Candidate, Bradley</td>
<td>11000000A8 - Director of ATS</td>
<td>Search Committee Review - To Be Reviewed</td>
</tr>
<tr>
<td>Candidate, Dean</td>
<td>11000000A8 - Director of ATS</td>
<td>Search Committee Review - To Be Reviewed</td>
</tr>
<tr>
<td>Hodge, Jackson</td>
<td>11000000A8 - Director of ATS</td>
<td>Search Committee Review - To Be Reviewed</td>
</tr>
<tr>
<td>Jones, Paul</td>
<td>11000000A8 - Director of ATS</td>
<td>Search Committee Review - To Be Reviewed</td>
</tr>
<tr>
<td>Little, Chicken</td>
<td>11000000A8 - Director of ATS</td>
<td>Search Committee Review - To Be Reviewed</td>
</tr>
<tr>
<td>Mouse, Mickey</td>
<td>11000000A8 - Director of ATS</td>
<td>Search Committee Review - To Be Reviewed</td>
</tr>
<tr>
<td>Watson, Tom</td>
<td>11000000A8 - Director of ATS</td>
<td>Search Committee Review - To Be Reviewed</td>
</tr>
</tbody>
</table>
Jackson Hodge has been through the interview process and has been selected as the successful candidate.

To begin the submission of the job offer request, click on the successful candidate’s name to access his/her Candidate Record.
Making sure you are in the Job Submission tab, click **More Actions**, then **Create Offer**.
You will be presented a job offer worksheet. **Contact your Recruiter for assistance with completing the worksheet as some fields require very specific choices.**

You are given the information provided on the requisition.

It is permissible to enter information that is different than what is provided from the requisition.

When you have completed the appropriate fields, click the *Save and Close* button.
You will be presented a summary of your job offer request. From the summary screen, click **More Actions**, then **Request Approval**.
You will be presented a screen to assign your Recruiter to the next task so he/she can access the request in IRIS.

To identify your Recruiter, type his/her name in the Name field and click the Refresh button.
Click the *Select* button to assign our recruiter to the approval process.
Enter comments about the job offer. **This field is required.**

Click *Done* to end the ATS portion of the Job Offer Request.
The job offer approval will be processed through IRIS. The person authorized in IRIS for the account paying the salary will be part of the approval path. After the job offer has been received, work with your Recruiter regarding extending the job offer to the candidate and scheduling central sign-up and/or orientation.

Don’t forget to sign out when you are finished.