

Offer Approval Module

Streamline your offer approval process with the myStaffingPro® Offer Approval module.

Features

- ✦ **Populate Offer Letter** – Provide an offer approval template, and myStaffingPro will populate the applicant's information and up to five custom fields.
- ✦ **Specify the Offer Workflow** – Utilize the request form to easily define the offer approval process. The form has a variety of configuration options including approver selection, attachment selection, and a configurable message to the approver(s).
- ✦ **Automate the Request Process** – The response request process is managed through automated email requests that are sent according to the defined workflow. Upon receipt, the approver can simply select the link to access the portal.
- ✦ **Provide an Offer Approval Portal** – Approvers can review the applicant's information, preview the offer letter, and insert comments without logging into myStaffingPro.
- ✦ **Review Response Comments** – Users of myStaffingPro can select the *Offer Approval* icon to access approval comments.
- ✦ **Manage the Offer Approval** – The requestor can add or remove approvers, resend or cancel the request, modify due dates, and/or override approver(s).
- ✦ **Send the Offer to the Applicant** - Send the offer approval letter to the applicant automatically at the conclusion of the approver process, or manually trigger sending the offer through a status update.
- ✦ **Available enhancements:**
 - **Set pay scale percentages to provide an offer gauge**
 - **Enable the applicant to eSign the offer**

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Offer Approval Request Form

Offer Approval Progress

Offer Approval Portal