Creating an Offer Conditions Form on Talentlink

1. Introduction

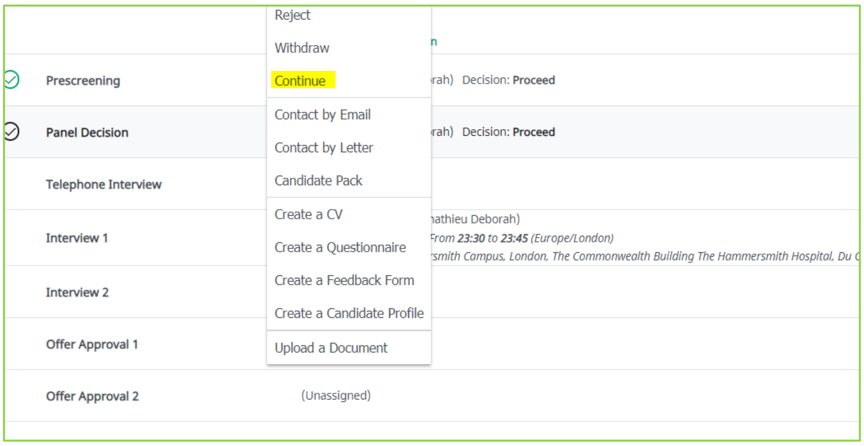
Once a hiring manager has verbally offered a role to a candidate, Recruitment Administrators have to complete an Offer Conditions form. This will be sent to approvers for departmental/finance approval. It will also integrate with ICIS to onboard the candidate and create their HR record. The information on the form will be used to issue the offer letter and employment contract so it is critical that the form is completed correctly.

2. How to access the offer conditions form for the first time

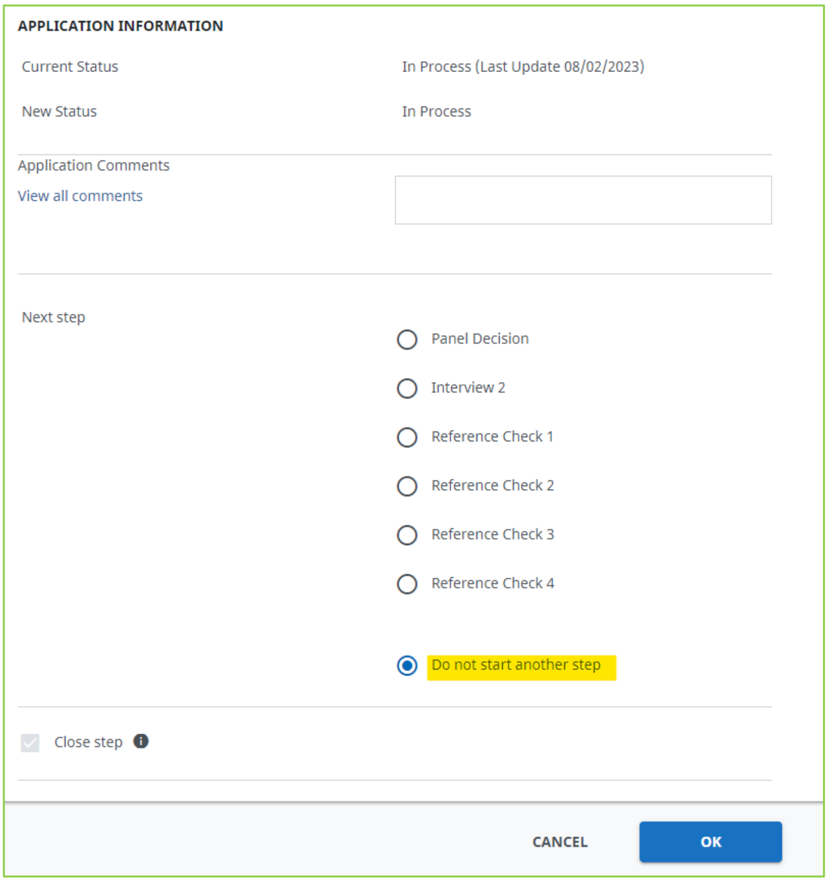
Click on the successful candidate's name. This will lead you to the candidate's Selection Steps.

Make sure the Prescreening, Panel Decision and Interview 1 steps are closed.

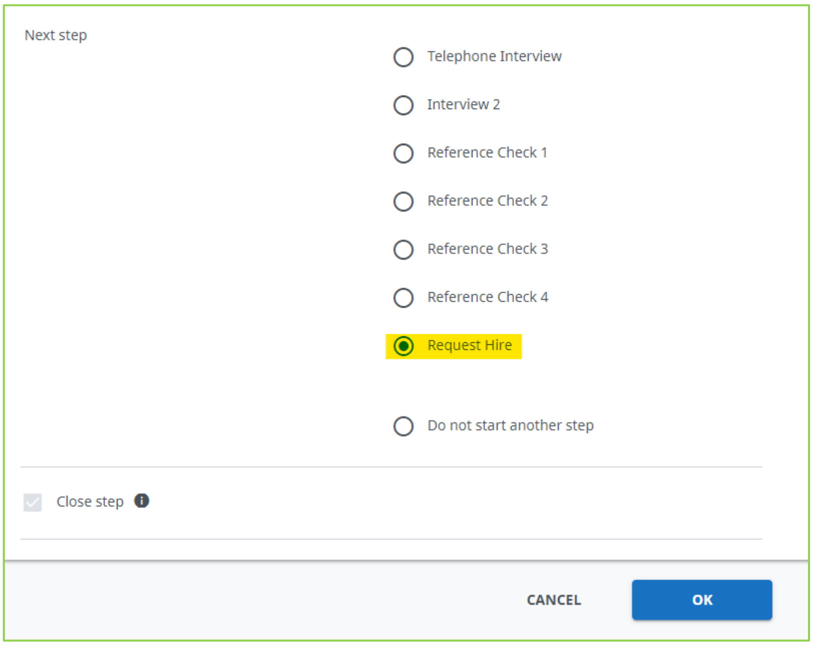
To close them, click on ⋮ next to one of those steps and select **Continue**.



A pop-up will appear:



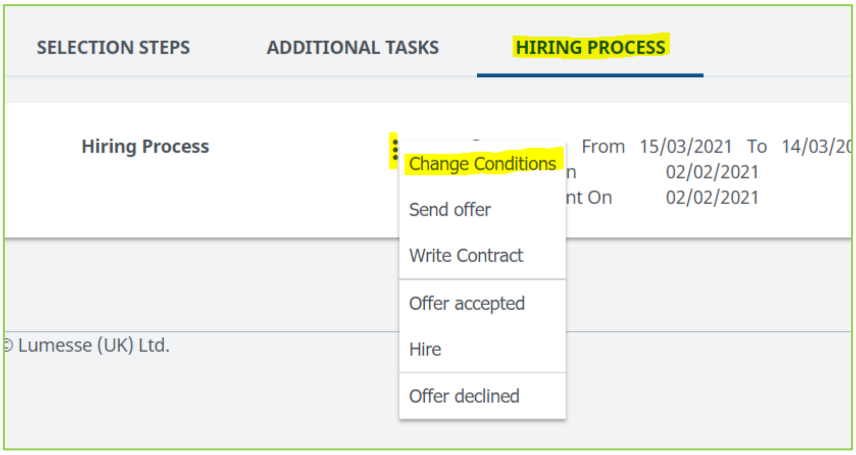
Select **Do not start another step** until you see the **Request Hire** option appear in the Next step section.



3. How to access the offer conditions form once it has been created

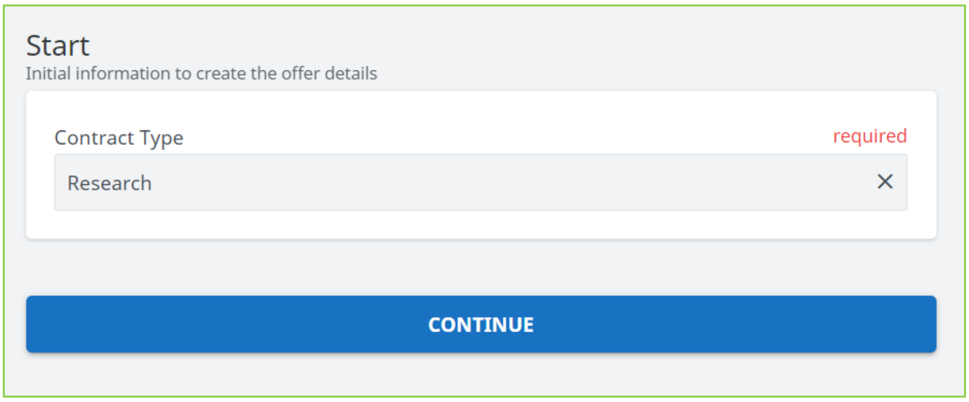
Once all steps have been closed, you can access the Offer Conditions form by going to the **Hiring Process** tab and clicking on ⋮ next to Hiring Process.

Click on **Change Conditions** to edit the form.

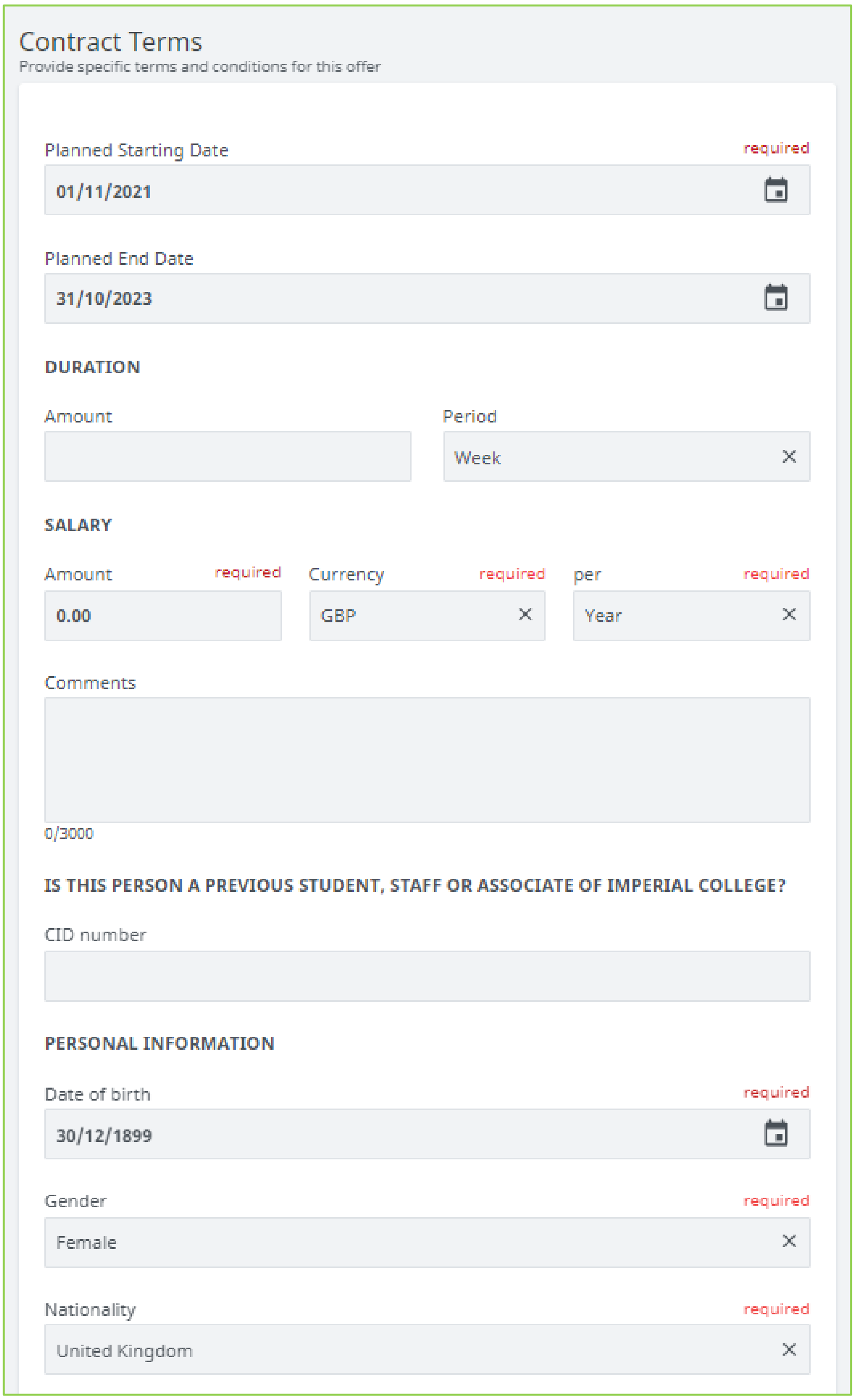


4. Completing the Offer Conditions form

Click on **Request Hire**. The first page of the Offer Conditions form will pop-up.



Click **Continue**.



Contract Terms
Provide specific terms and conditions for this offer

Planned Starting Date required
01/11/2021

Planned End Date
31/10/2023

DURATION

Amount
Period
Week

SALARY

Amount required
0.00
Currency required
GBP
per required
Year

Comments

0/3000

IS THIS PERSON A PREVIOUS STUDENT, STAFF OR ASSOCIATE OF IMPERIAL COLLEGE?

CID number

PERSONAL INFORMATION

Date of birth required
30/12/1899

Gender required
Female

Nationality required
United Kingdom

Notes:

- *Salary*: Only input salary there for new starters on a fixed salary – Other people are on an Imperial payscale.
  For people on a payscale, add "0.00 GBP Year" in base salary line
- *CID number:* Leave blank. The CID number will need to be created on ICIS by the Staff Hub.

This section needs to be completed for approval purposes.
HR Org refers to the additional department code for this role

Department required

PE - Human Resources Division ×

HR org

PEOP- HR Operations ×

Where will this role be based?

Location/campus required

South Kensington Campus ×

For guidance on Job Families, Job Levels and Salary Scales, please see Job Family Grading Structure Summary.
For roles based outside of London, please select the SPW Job Levels

Job family required

Academic & Research ×

Job level required

Research Associate ×

Spine point

Research Pay Point Spine - 17 ×

Salary value

£40,215 ×

Salary rate required

Full time ×

Please indicate if this is role will be working on a Full Time, Part Time or Variable Contract

Job type required

Full time ×

Please select "Open Ended" for roles that will working on a permanent contract

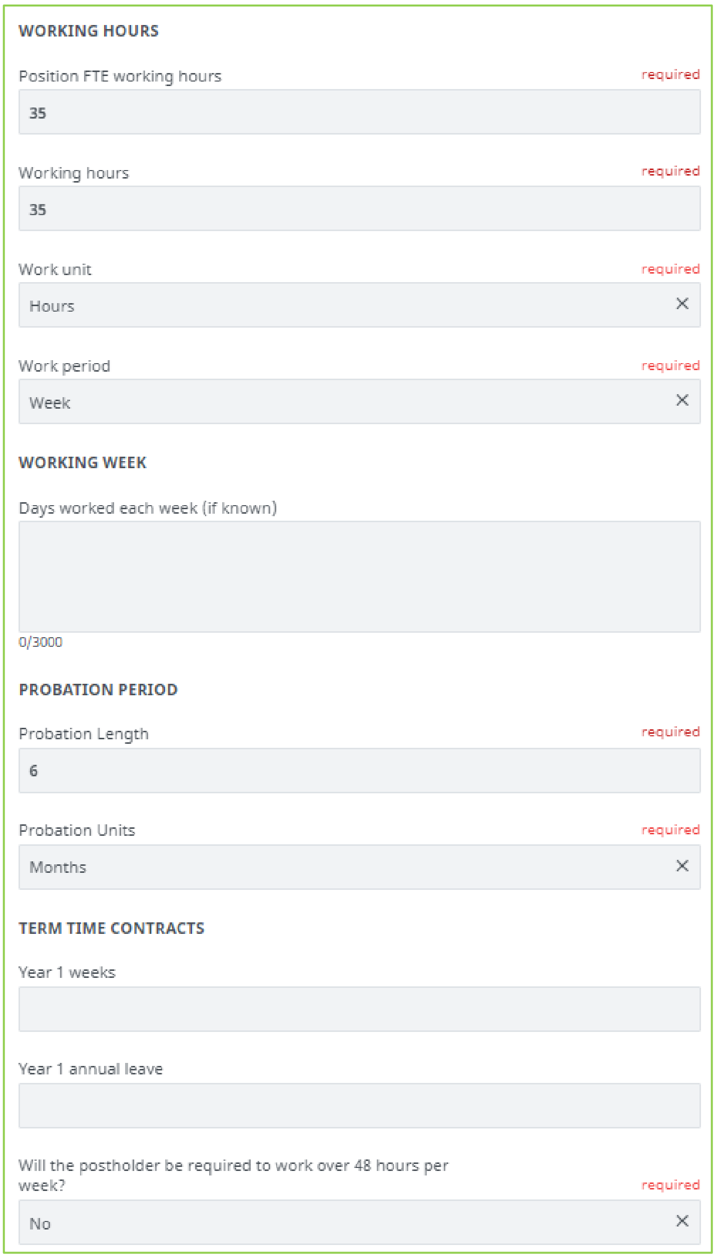
Type of contract required

Fulltime-Fixed Term ×

ADDITIONAL ALLOWANCE DETAILS/ ZERO HOUR CONTRACT DETAILS

If zero hours, estimated spend during contract period

Are there any Additional payments/allowances for this role (including amount)?


WORKING HOURS

Position FTE working hours required

35

Working hours required

35

Work unit required

Hours

Work period required

Week

WORKING WEEK

Days worked each week (if known)

0/3000

PROBATION PERIOD

Probation Length required

6

Probation Units required

Months

TERM TIME CONTRACTS

Year 1 weeks

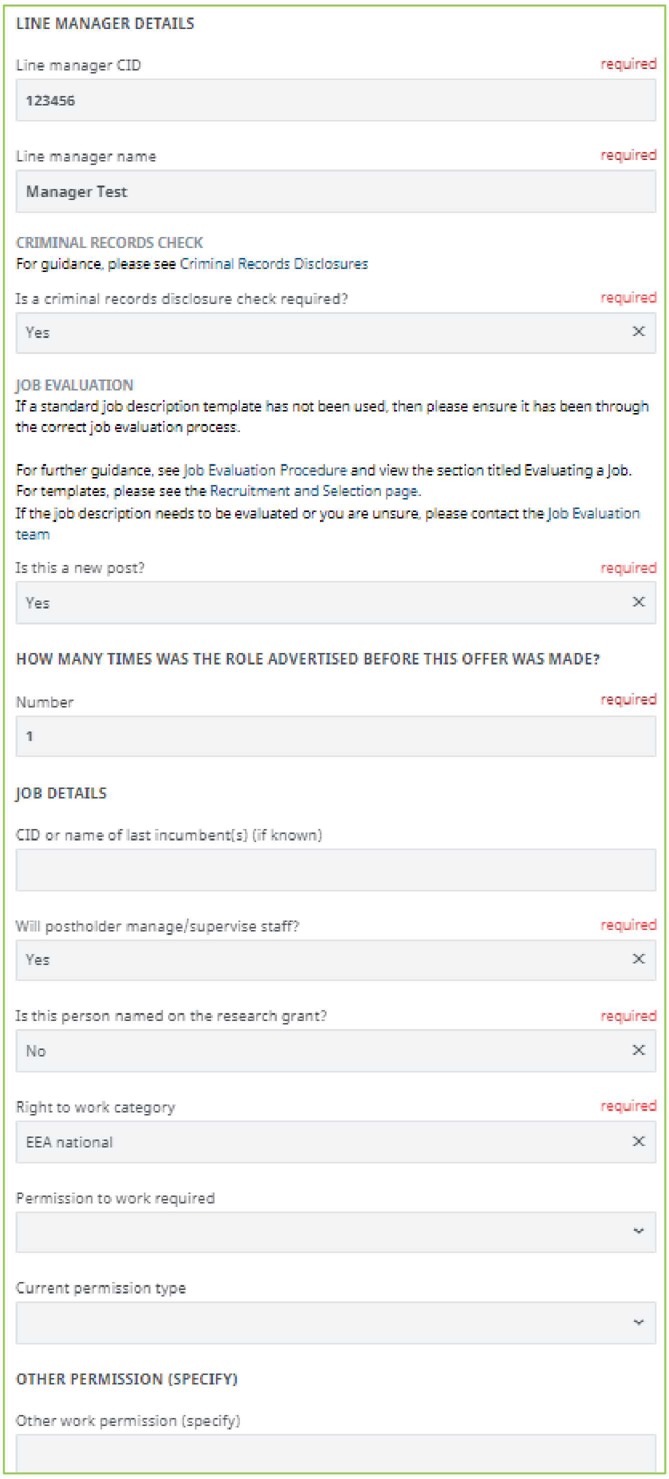
Year 1 annual leave

Will the postholder be required to work over 48 hours per week? required

No

Notes:

- *Position FTE working hours*: 35/37/40 per policy
- *Working hours*: actual working hours (so could be 21 if part-time)
- *Work unit*: hours
- *Work period*: week
- *Probation length*: actual number per policy. Enter even if the candidate has already passed probation.
- *Probation units*: months/years



LINE MANAGER DETAILS

Line manager CID required

123456

Line manager name required

Manager Test

CRIMINAL RECORDS CHECK

For guidance, please see Criminal Records Disclosures

Is a criminal records disclosure check required? required

Yes ×

JOB EVALUATION

If a standard job description template has not been used, then please ensure it has been through the correct job evaluation process.

For further guidance, see Job Evaluation Procedure and view the section titled Evaluating a Job.
For templates, please see the Recruitment and Selection page.
If the job description needs to be evaluated or you are unsure, please contact the Job Evaluation team

Is this a new post? required

Yes ×

HOW MANY TIMES WAS THE ROLE ADVERTISED BEFORE THIS OFFER WAS MADE?

Number required

1

JOB DETAILS

CID or name of last incumbent(s) (if known)

Will postholder manage/supervise staff? required

Yes ×

Is this person named on the research grant? required

No ×

Right to work category required

EEA national ×

Permission to work required

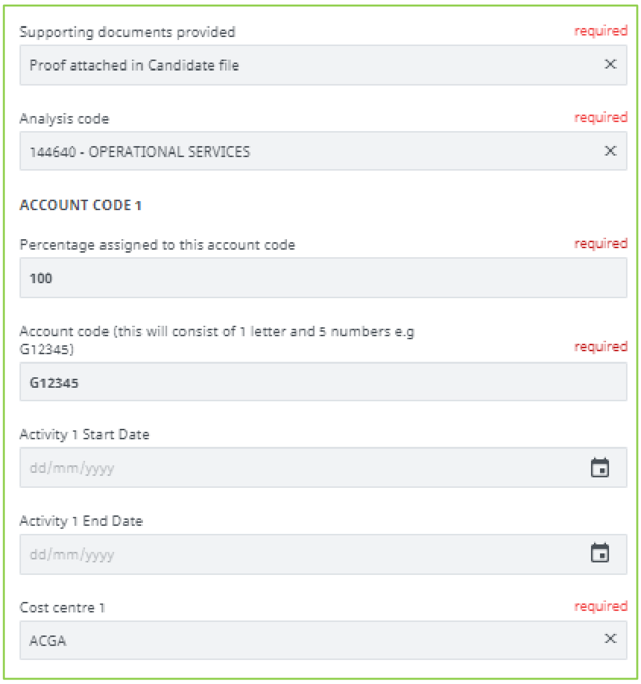
Current permission type

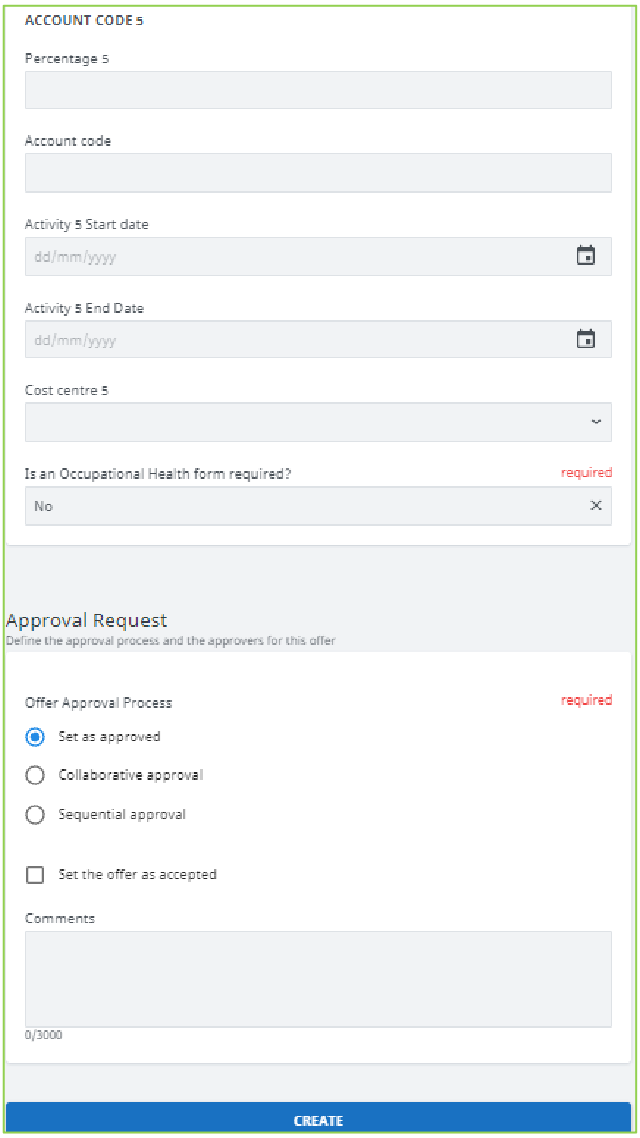
OTHER PERMISSION (SPECIFY)

Other work permission (specify)

Notes:

- *Line manager CID*: available on ICIS


Supporting documents provided
required
Proof attached in Candidate file
Analysis code
required
144640 - OPERATIONAL SERVICES
ACCOUNT CODE 1
Percentage assigned to this account code
required
100
Account code (this will consist of 1 letter and 5 numbers e.g G12345)
required
G12345
Activity 1 Start Date
dd/mm/yyyy
Activity 1 End Date
dd/mm/yyyy
Cost centre 1
required
ACGA


ACCOUNT CODE 5
Percentage 5
Account code
Activity 5 Start date
dd/mm/yyyy
Activity 5 End Date
dd/mm/yyyy
Cost centre 5
Is an Occupational Health form required?
required
No
Approval Request
Define the approval process and the approvers for this offer
Offer Approval Process
required
Set as approved
Collaborative approval
Sequential approval
Set the offer as accepted
Comments
0/3000
CREATE

Notes:

- The account section is populated from the information on the requisition, but can be updated if account codes have now changed.

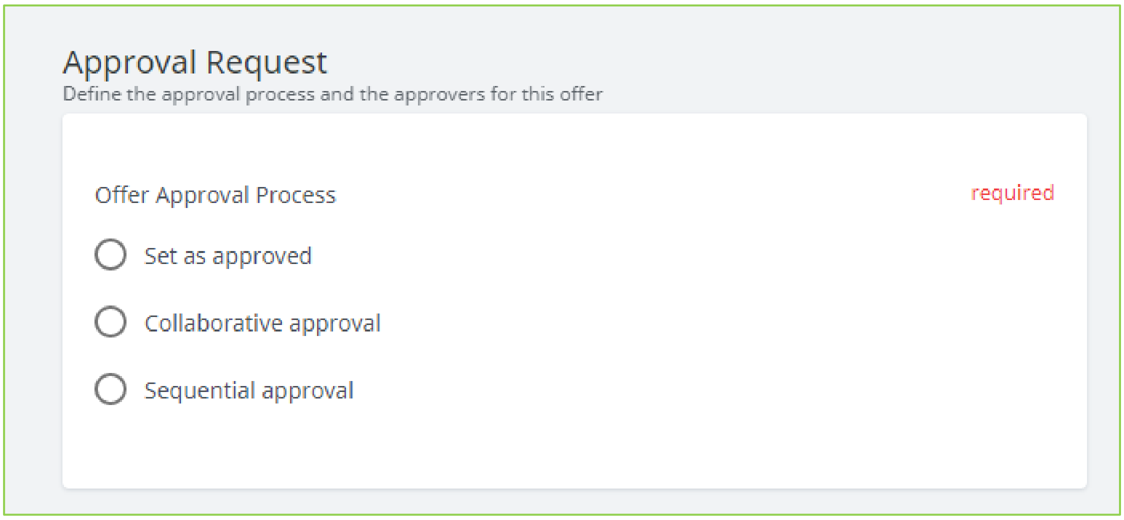
The Offer approval process needs to be "Set as Approved". Then click on **Create.**

5. Sending the Offer Conditions form for approvals

There are two ways to save an approval form. The first option is the preferred one as approvers can directly approve via Talentlink. Currently for approvers with shared inboxes, the second option is required as approvers cannot log in to Talentlink using those shared email addresses.

a. Sending for approvals on the offer conditions form

At the bottom of the offer conditions form, you will get three options:

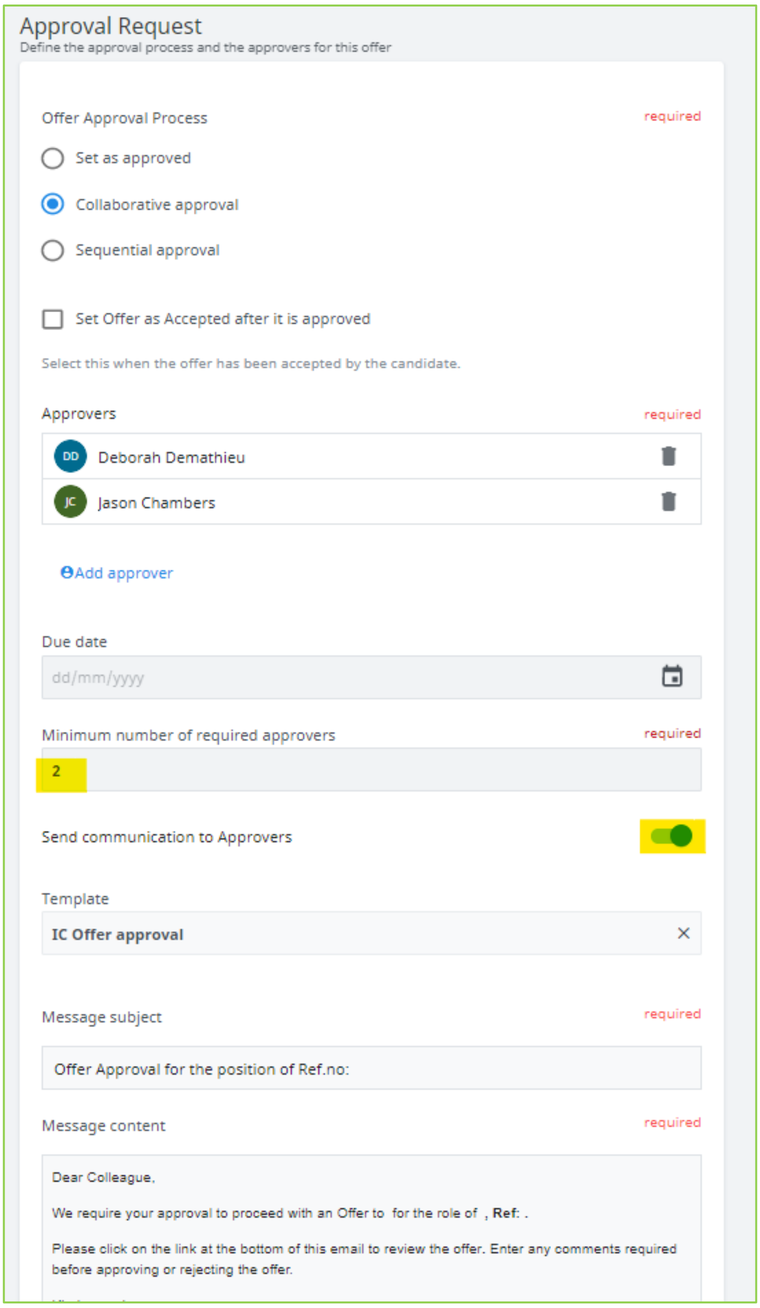


Set as approved: only used when you are waiting for more information before submitting to approvers or when you have to follow the old approval way when an approver uses a shared inbox.

Collaborative approval: use when only one approver is required, or when all approvers can approve/reject at the same time.

Sequential approval: Use if one approver needs to approve/reject first, before the next can approve/reject.

1. Using collaborative approval



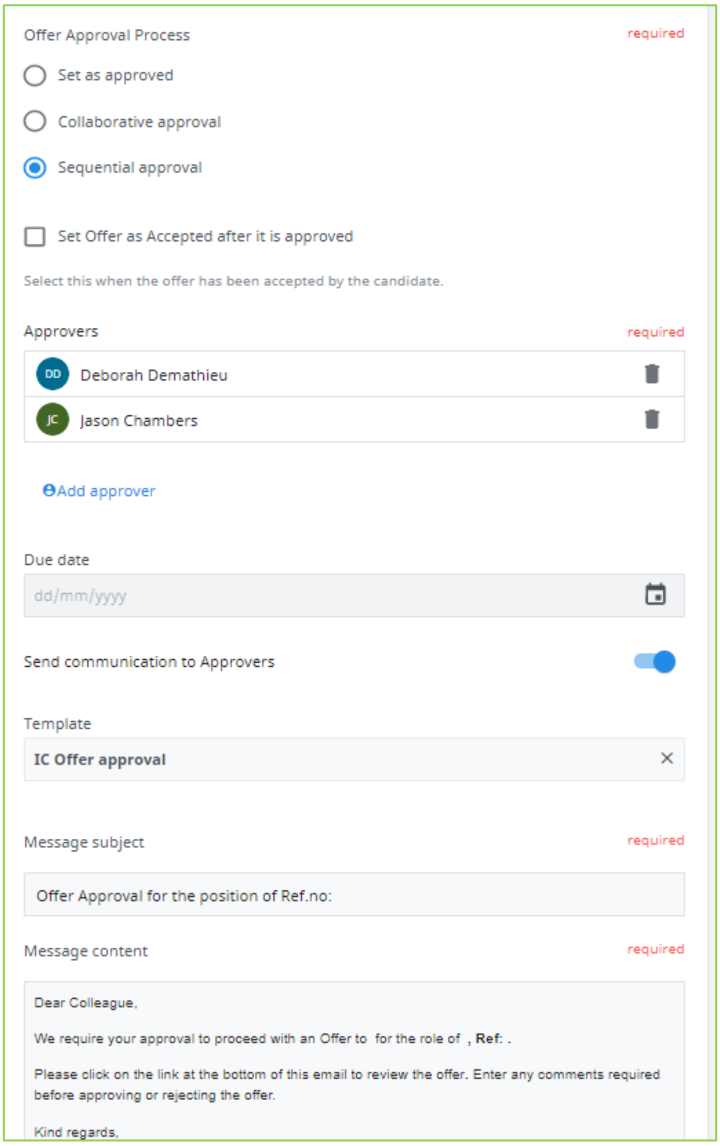
<u>Leave "Set Offer as Accepted after it is approved" unticked.</u>

- Add the names of the approvers required and make sure to add the minimum number of required approvers so the offer only gets approved once all approvers have completed their approvals.

- Switch on Send communication to Approvers. The IC Offer approval template should automatically appear.

Click **Create**.

2. Sequential approval



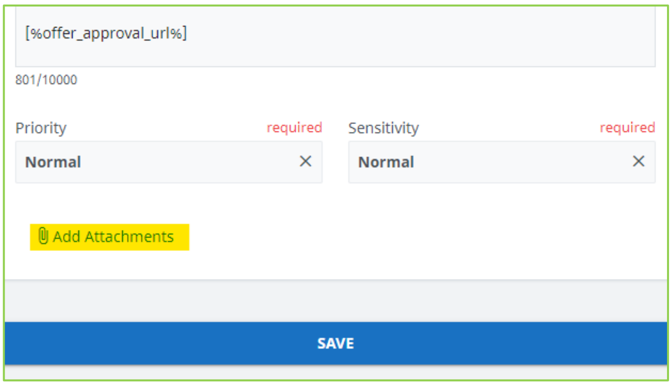
Leave "Set Offer as Accepted after it is approved" unticked.

- Enter the list of approvers in order of approval required.

- Switch on Send communication to Approvers. The IC Offer approval template should automatically appear. Click **Create**.

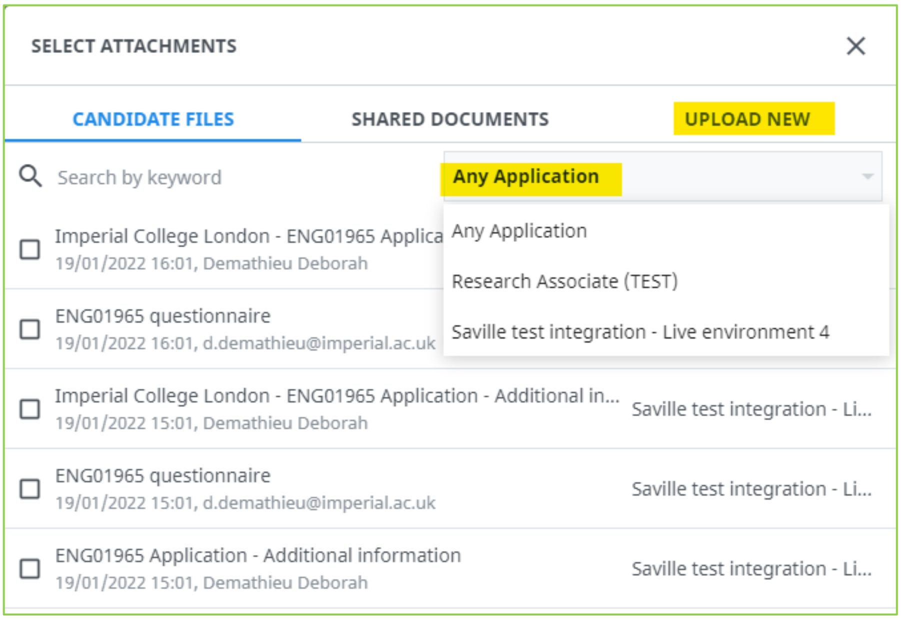
3. Attaching documents to the offer form

If you need to attach a document for the approvers, click on **Add Attachments** below the Message content.



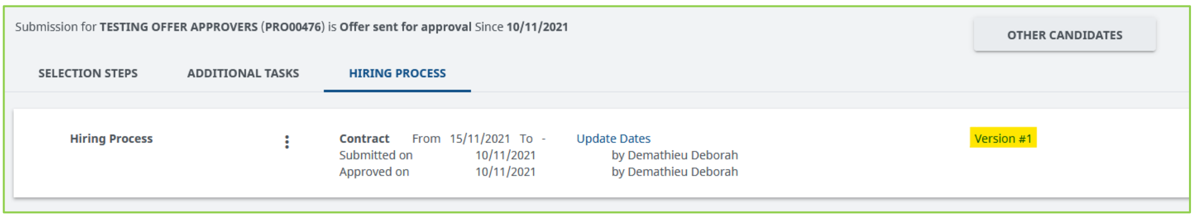
In the Select Attachments pop-up, make sure to click on the **Any Application** dropdown to see documents regarding the relevant application. Then tick on any document you want to attach.

Alternatively, you can click on Upload New to add an attachment that is not stored on Talentlink.

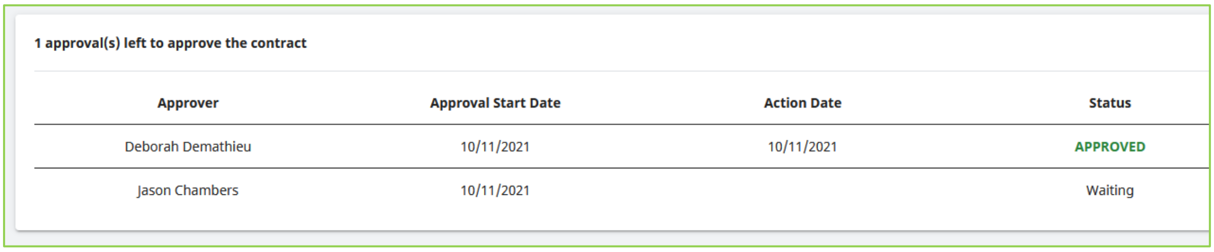


4. <u>Viewing the approvals status</u>

Once the offer has been sent, the application status will be switched to Offer sent for approval. To check on the status of each approval, go to **Hiring Process** and click on the last version of the offer conditions form.



You will then be able to see the status of each approver:



1 approval(s) left to approve the contract

Approver	Approval Start Date	Action Date	Status
Deborah Demathieu	10/11/2021	10/11/2021	APPROVED
Jason Chambers	10/11/2021		Waiting

b. Sending for approvals via the Selection Steps (when approver is using shared inbox)

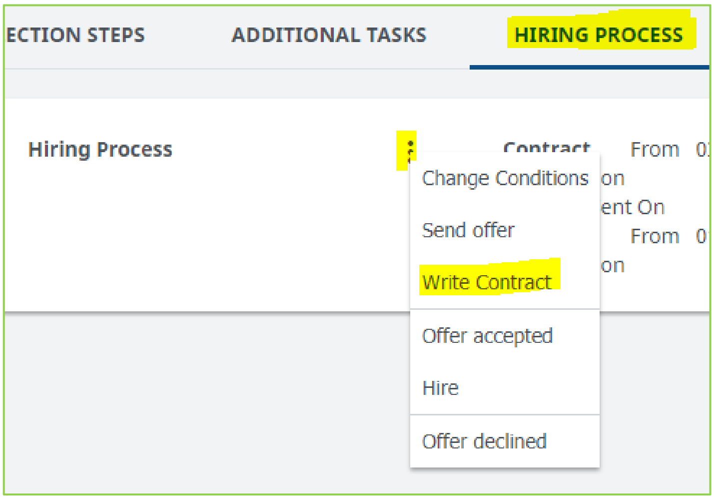
<u>1. Saving an Offer Request document</u>

You will first need to save the Offer Conditions Form as an Offer Request word document before sending it to the approvers.

Click on the successful candidate's name.

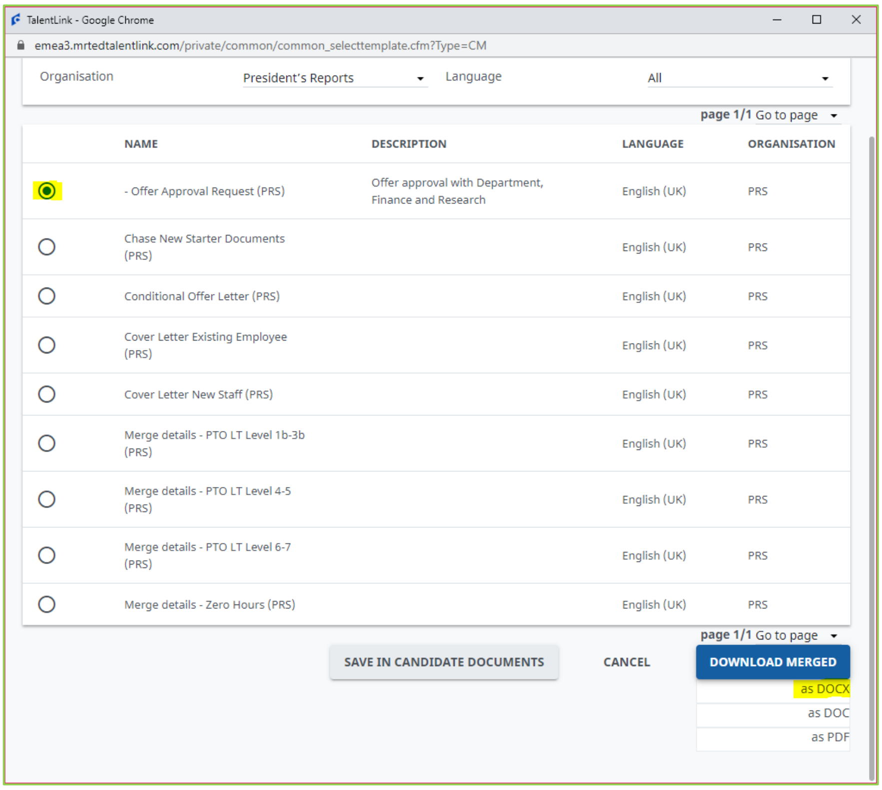
Click on **Hiring Process**.

Click on the three dots next to Hiring Process and select **Write Contract**.



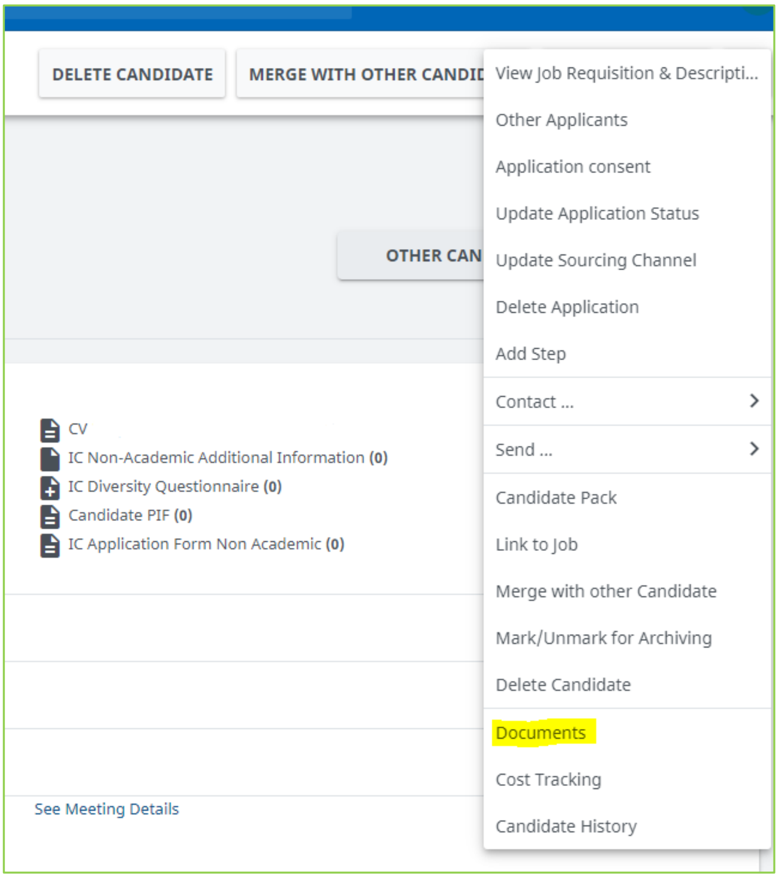
A pop-up will open. Click **Offer Approval Request.**

Hover over Download Merged and click on as **Docx to download.**

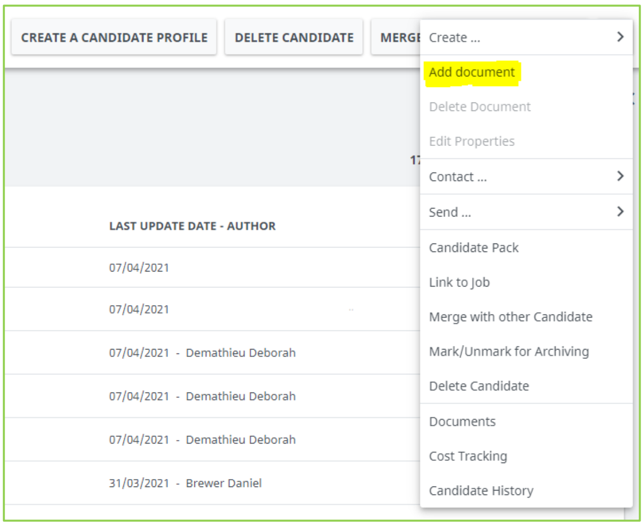


Download the document and check all details are correct.

On top right of the candidate's page, click on ⋮ and select **Documents**.



On top right of the candidate's page, click on ⋮ and select **Add Documents**.



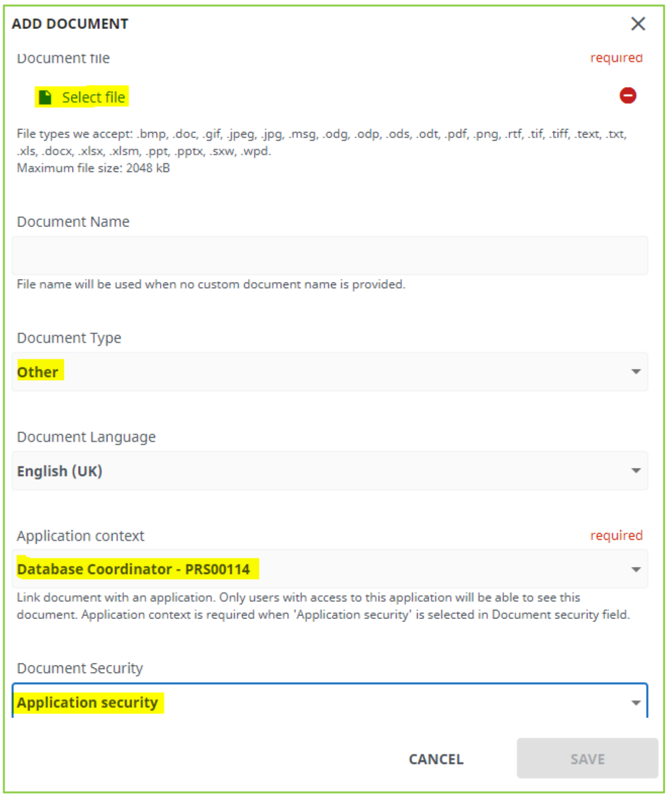
A pop-up will open. Click on **Select file** and upload the Offer Conditions Form.

Document type: Always select **Other.**

Application context: pick the role for which the candidate is being hired.

Document security: Always select **Application security.**

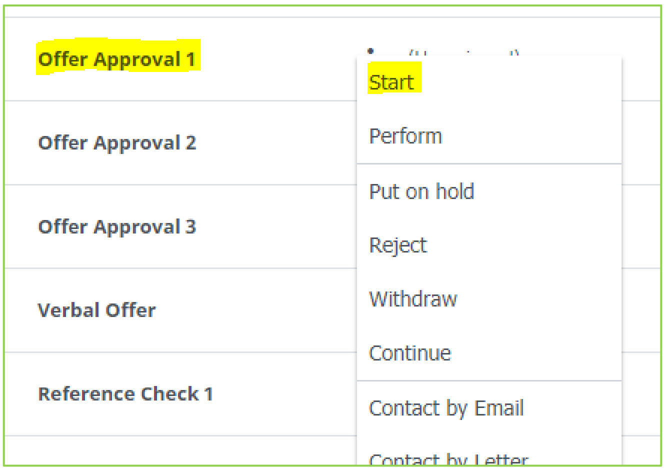
Click **Save**.



2. Sending the Offer Request for approval

Go to the Selection Steps.

Next to Offer Approval 1, click on and select **Start.**



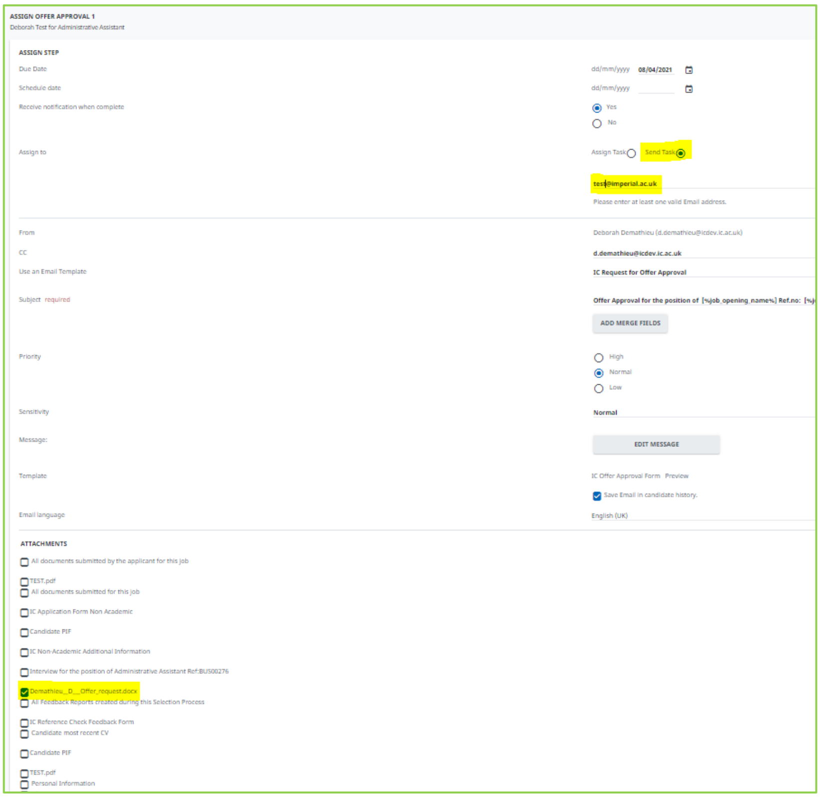
A pop-up will open.

Next to Assign to, click on **Send Task**.

Enter the email address of the approver required..

In the attachments section, select the offer conditions form you want to attach.

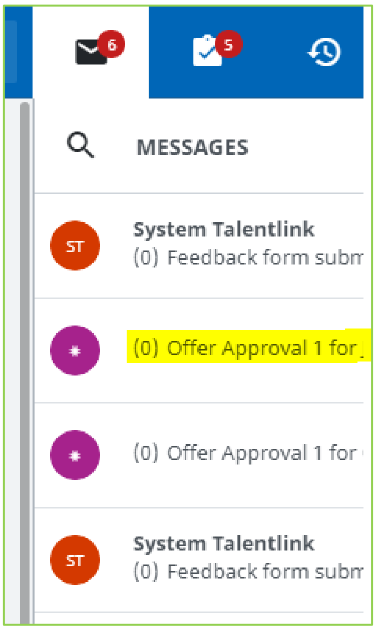
Click **Submit**.



Redo the same steps under Offer Approval 2 if you need to send the Offer Request to a second approver.

3. Checking an offer request has been approved

On the Talentlink Dashboard, under Messages, a new message will appear once an approver has made a decision.



To check whether the offer request has been approved or rejected, go to the Selection Steps page for the candidate.

Next to Offer Approval 1, click on **IC Offer Approval Form (0)**.

A pop-up will open that will state whether the request has been approved or not.