

# Creating an Offer Conditions Form on Talentlink

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## 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**.

	Reject	
	Withdraw	
 Prescreening	<b>Continue</b>	(rah) Decision: Proceed
 Panel Decision	Contact by Email	(rah) Decision: Proceed
	Contact by Letter	
Telephone Interview	Candidate Pack	
Interview 1	Create a CV	(athieu Deborah)
	Create a Questionnaire	From 23:30 to 23:45 (Europe/London)
Interview 2	Create a Feedback Form	smith Campus, London, The Commonwealth Building The Hammersmith Hospital, Du
Offer Approval 1	Create a Candidate Profile	
	Upload a Document	
Offer Approval 2	(Unassigned)	

A pop-up will appear:

**APPLICATION INFORMATION**

Current Status: In Process (Last Update 08/02/2023)

New Status: In Process

Application Comments

View all comments

Next step

- Panel Decision
- Interview 2
- Reference Check 1
- Reference Check 2
- Reference Check 3
- Reference Check 4
- Do not start another step

Close step ⓘ

CANCEL OK

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


Next step

- Telephone Interview
- Interview 2
- Reference Check 1
- Reference Check 2
- Reference Check 3
- Reference Check 4
- Request Hire
- Do not start another step

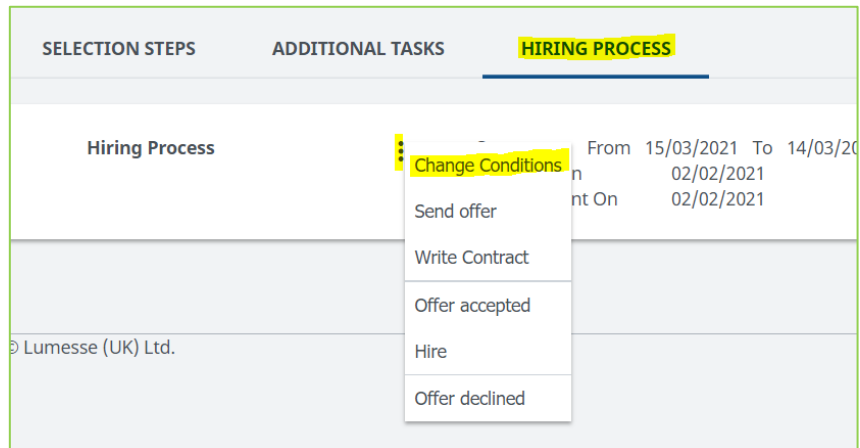
Close step ⓘ

CANCEL OK

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

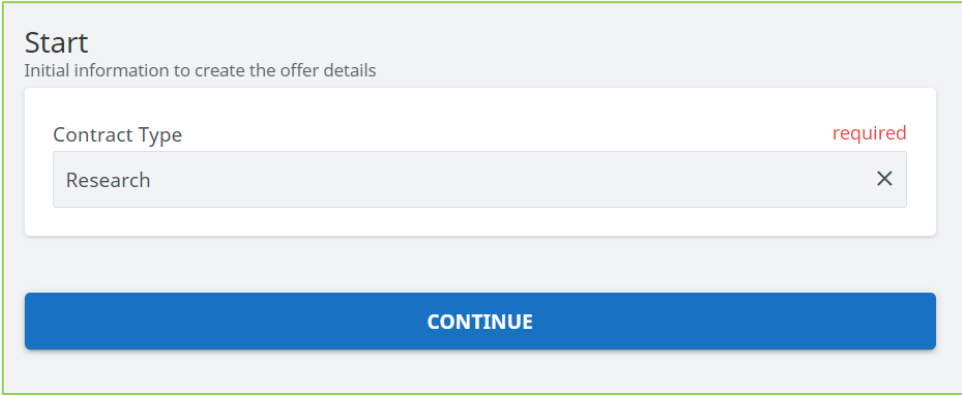
Once all steps have been closed, you can access the Offer Conditions form by going to the **Hiring Process** tab and clicking on  next to Hiring Process.

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.

A screenshot of a form titled 'Start' with the subtitle 'Initial information to create the offer details'. The form contains a single input field labeled 'Contract Type' with the value 'Research' and a red 'required' label to its right. Below the input field is a large blue button labeled 'CONTINUE'.

Click **Continue**.

### Contract Terms

Provide specific terms and conditions for this offer

Planned Starting Date required

Planned End Date

**DURATION**

Amount   
 Period

**SALARY**

Amount required   
 Currency required   
 per required

Comments  
  
 0/3000

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

CID number

**PERSONAL INFORMATION**

Date of birth required

Gender required

Nationality required

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 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	X
Work period	required
Week	X
WORKING WEEK	
Days worked each week (if known)	
0/3000	
PROBATION PERIOD	
Probation Length	required
6	
Probation Units	required
Months	X
TERM TIME CONTRACTS	
Year 1 weeks	
Year 1 annual leave	
Will the postholder be required to work over 48 hours per week?	required
No	X

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	
<b>CRIMINAL RECORDS CHECK</b>	
For guidance, please see <a href="#">Criminal Records Disclosures</a>	
Is a criminal records disclosure check required?	required
Yes X	
<b>JOB EVALUATION</b>	
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 <a href="#">Job Evaluation Procedure</a> and view the section titled Evaluating a Job. For templates, please see the <a href="#">Recruitment and Selection</a> page.	
If the job description needs to be evaluated or you are unsure, please contact the <a href="#">Job Evaluation team</a>	
Is this a new post?	required
Yes X	
<b>HOW MANY TIMES WAS THE ROLE ADVERTISED BEFORE THIS OFFER WAS MADE?</b>	
Number	required
1	
<b>JOB DETAILS</b>	
CID or name of last incumbent(s) (if known)	
Will postholder manage/supervise staff?	required
Yes X	
Is this person named on the research grant?	required
No X	
Right to work category	required
EEA national X	
Permission to work required	
Current permission type	
<b>OTHER PERMISSION (SPECIFY)</b>	
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.

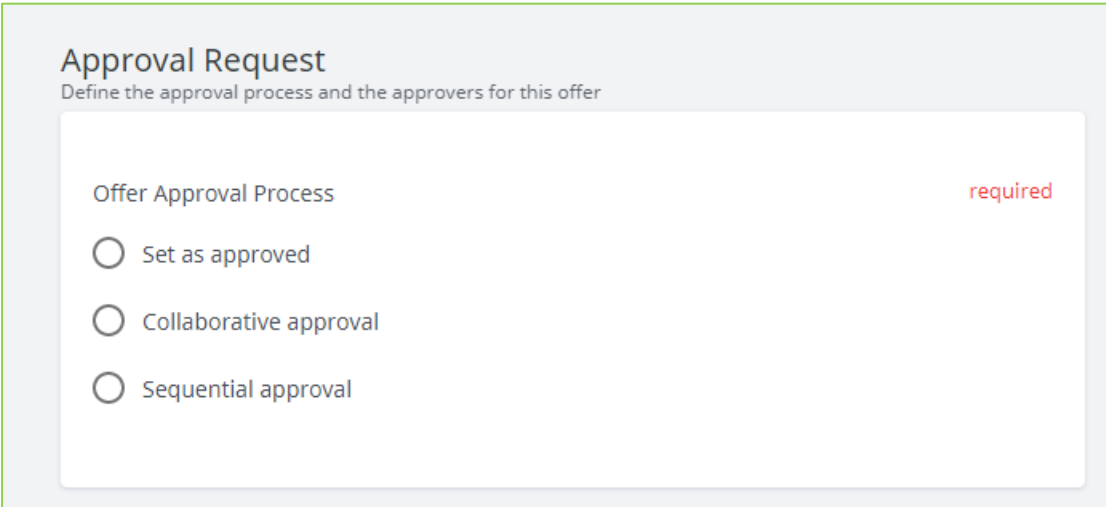
The Offer approval process needs to be “Set as Approved”. Then click on **Create**.

## 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:



The screenshot shows a form titled "Approval Request" with the subtitle "Define the approval process and the approvers for this offer". Below the title, there is a section labeled "Offer Approval Process" with a red "required" label to its right. Underneath, there are three radio button options: "Set as approved" (which is selected), "Collaborative approval", and "Sequential approval".

*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

### Approval Request

Define the approval process and the approvers for this offer





Offer Approval Process required

Set as approved  
 Collaborative approval  
 Sequential approval

Set Offer as Accepted after it is approved


Select this when the offer has been accepted by the candidate.

Approvers required

	Deborah Demathieu	
	Jason Chambers	

[Add approver](#)


Due date



Minimum number of required approvers required

Send communication to Approvers

Template



Message subject required

Message content required

We require your approval to proceed with an Offer to for the role of , Ref: .  
 Please click on the link at the bottom of this email to review the offer. Enter any comments required before approving or rejecting the offer.

Leave “Set Offer as Accepted after it is approved” unticked.

- 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

The screenshot shows a configuration form for the Offer Approval Process. It includes several sections: 'Offer Approval Process' with radio buttons for 'Set as approved', 'Collaborative approval', and 'Sequential approval' (which is selected), and a checkbox for 'Set Offer as Accepted after it is approved'. Below this is a note: 'Select this when the offer has been accepted by the candidate.' The 'Approvers' section is a table with two entries: 'Deborah Demathieu' and 'Jason Chambers', each with a trash icon. There is an 'Add approver' button. The 'Due date' section has a text input field with a calendar icon. The 'Send communication to Approvers' section has a toggle switch that is turned on. The 'Template' section has a dropdown menu showing 'IC Offer approval'. The 'Message subject' section has a text input field with the value 'Offer Approval for the position of Ref.no:'. The 'Message content' section has a text area with a pre-filled email template.

Offer Approval Process required

Set as approved

Collaborative approval

Sequential approval

Set Offer as Accepted after it is approved

Select this when the offer has been accepted by the candidate.

Approvers required

DD	Deborah Demathieu	🗑️
JC	Jason Chambers	🗑️

[+ Add approver](#)

Due date

dd/mm/yyyy 📅

Send communication to Approvers

Template

IC Offer approval ✕

Message subject required

Offer Approval for the position of Ref.no:

Message content required

Dear Colleague,

We require your approval to proceed with an Offer to for the role of , Ref: .

Please click on the link at the bottom of this email to review the offer. Enter any comments required before approving or rejecting the offer.

Kind regards,

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.

[%offer\_approval\_url%]

801/10000

Priority required    Sensitivity required

Normal ×    Normal ×

📎 Add Attachments

**SAVE**

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.

**SELECT ATTACHMENTS** ×

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CANDIDATE FILES
SHARED DOCUMENTS
UPLOAD NEW

---

🔍 Search by keyword

Imperial College London - ENG01965 Applica  
19/01/2022 16:01, Demathieu Deborah

ENG01965 questionnaire  
19/01/2022 16:01, d.demathieu@imperial.ac.uk

Imperial College London - ENG01965 Application - Additional in...  
19/01/2022 15:01, Demathieu Deborah

ENG01965 questionnaire  
19/01/2022 15:01, d.demathieu@imperial.ac.uk

ENG01965 Application - Additional information  
19/01/2022 15:01, Demathieu Deborah

Any Application

Any Application

Research Associate (TEST)

Saville test integration - Live environment 4

#### 4. Viewing the approvals status

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.

Submission for TESTING OFFER APPROVERS (PRO00476) is Offer sent for approval Since 10/11/2021 OTHER CANDIDATES

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SELECTION STEPS
ADDITIONAL TASKS
HIRING PROCESS

---

<p>Hiring Process</p>	⋮	<p><b>Contract</b> From 15/11/2021 To - Update Dates</p> <p>Submitted on 10/11/2021 by Demathieu Deborah</p> <p>Approved on 10/11/2021 by Demathieu Deborah</p>	<p style="background-color: yellow; padding: 2px;">Version #1</p>
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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)*

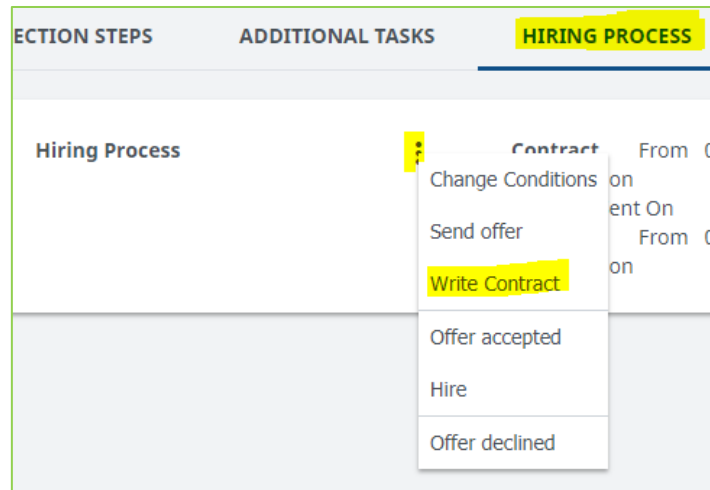
### 1. Saving an Offer Request document

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.

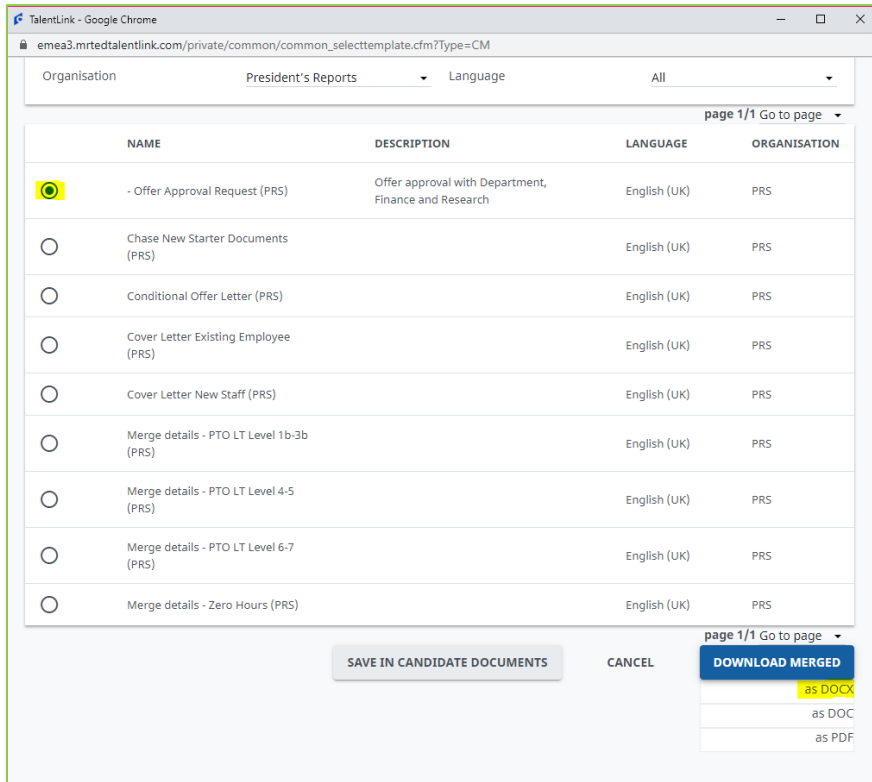
Click on **Hiring Process**.

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




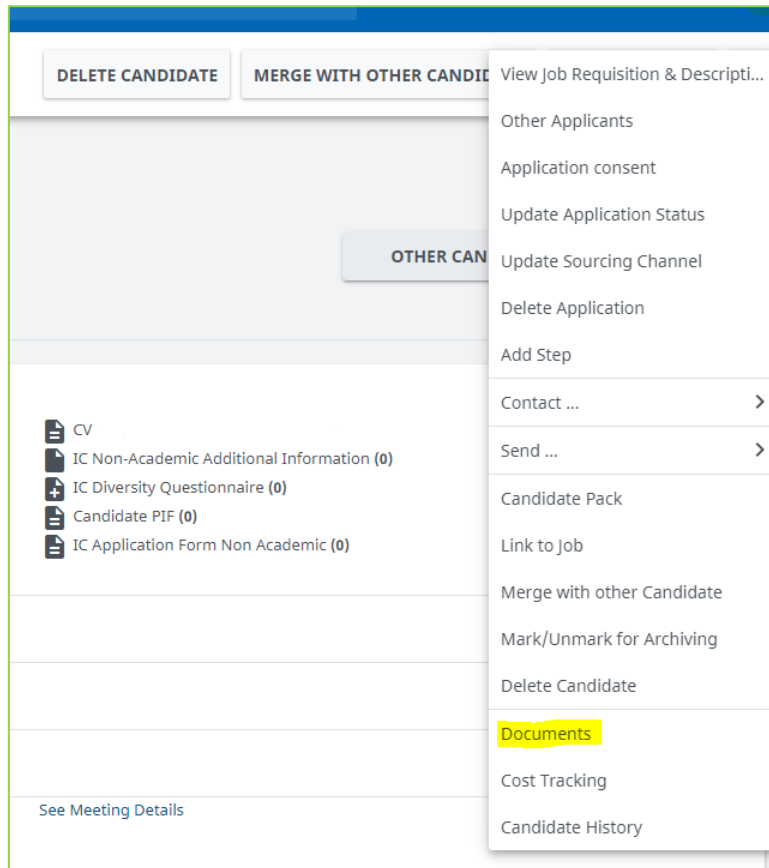
A pop-up will open. Click **Offer Approval Request**.

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

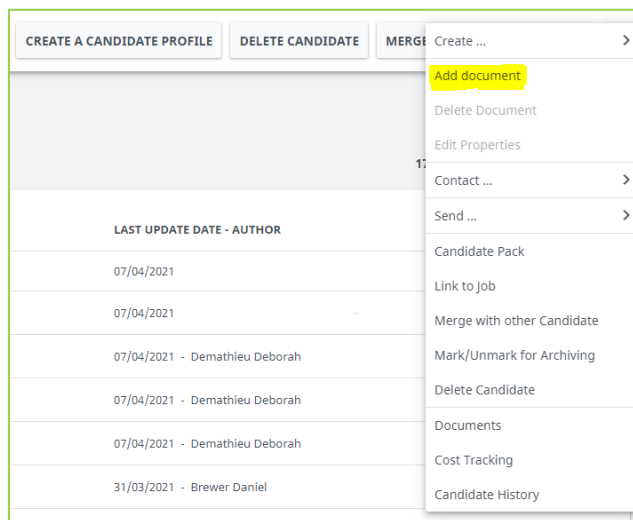


Download the document and check all details are correct.

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**.



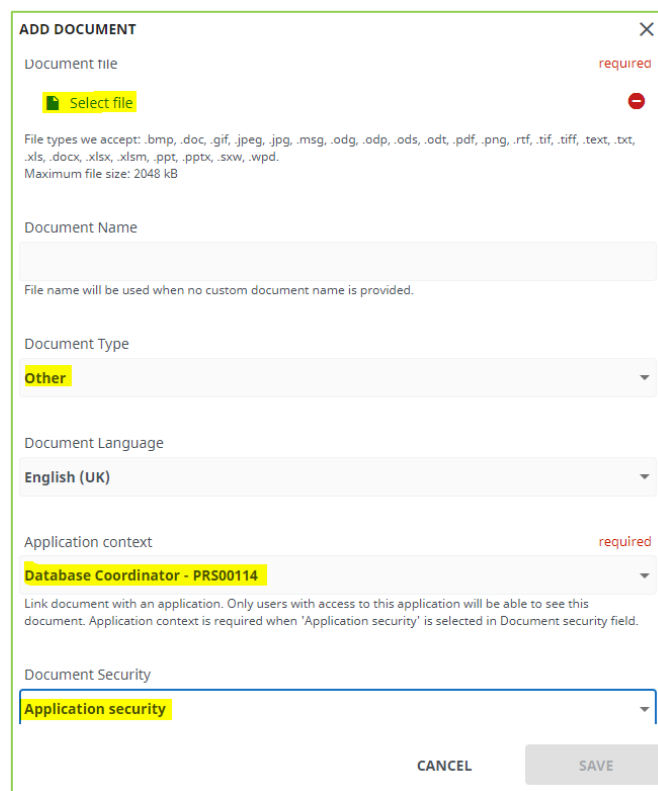
A pop-up will open. Click on **Select file** and upload the Offer Conditions Form.

Document type: Always select **Other**.

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


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

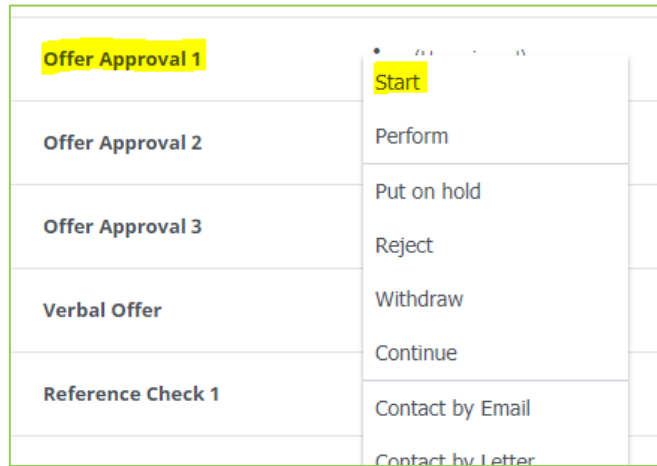
Click **Save**.

A screenshot of a pop-up form titled 'ADD DOCUMENT'. The form has a close button (X) in the top right corner. It contains several fields: 'Document title' with a 'required' label and a 'Select file' button; 'Document Name' with a text input field and a note that the file name will be used if no name is provided; 'Document Type' with a dropdown menu set to 'Other'; 'Document Language' with a dropdown menu set to 'English (UK)'; 'Application context' with a dropdown menu set to 'Database Coordinator - PRS00114' and a 'required' label; and 'Document Security' with a dropdown menu set to 'Application security'. At the bottom, there are 'CANCEL' and 'SAVE' buttons.

## 2. Sending the Offer Request for approval

Go to the Selection Steps.

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



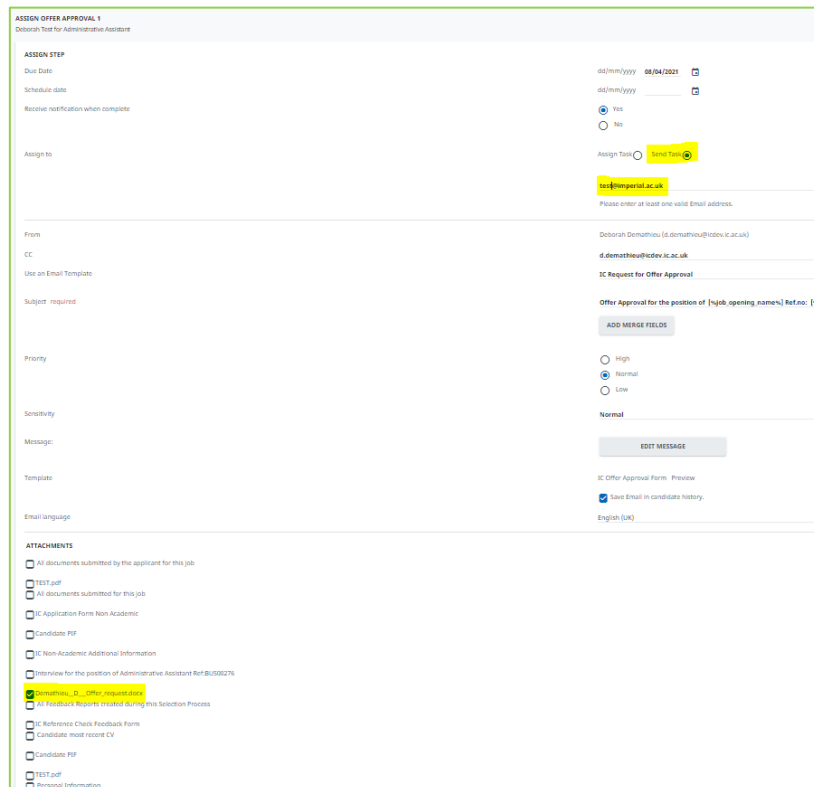
A pop-up will open.

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**.



**ASSIGN OFFER APPROVAL 1**  
Doroth Test for Administrative Assistant

**ASSIGN STEP**

Due Date: dd/mm/yyyy 08/04/2021

Schedule date: dd/mm/yyyy

Receive notification when complete:  Yes  No

Assign to:  Send Task  Send Task

Please enter at least one valid Email address.

From: Doroth Demathieu (d.demathieu@tedou.ic.ac.uk)

CC: d.demathieu@tedou.ic.ac.uk

Use an Email Template: IC Request for Offer Approval

Subject: required Offer Approval for the position of [job.opening.name] Ref no: [x]

Priority:  High  Normal  Low

Sensitivity: Normal

Message:

Template: IC Offer Approval Form - Preview

Email language:  Save Email in candidate history. English (UK)

**ATTACHMENTS**

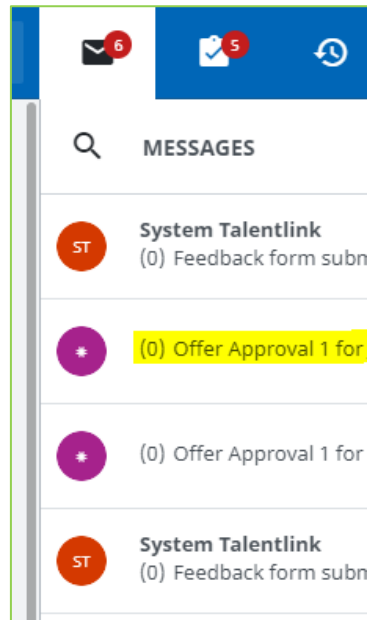
- All documents submitted by the applicant for this job
- TEST.pdf
- All documents submitted for this job
- IC Application Form Non Academic
- Candidate PIF
- IC Non Academic Additional Information
- Interview for the position of Administrative Assistant Ref#000276
- Demathieu\_D\_Offers\_request.docx
- All Feedback's Registers created during this Selection Process
- IC Reference Check Feedback Form
- Candidate most recent CV
- Candidate PIF
- TEST.pdf
- Personal Information



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.

Please confirm your approval for us to make this candidate an offer for the role specified in the email communication. \*

Yes  
 No

Please give any additional comments below: