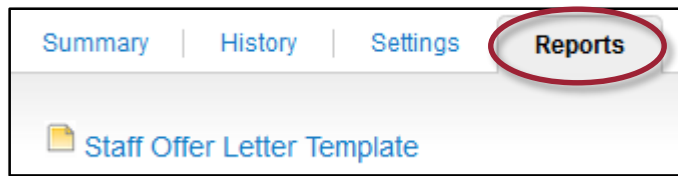




Generating an Offer Letter in PA7

Purpose: Within the PA7 system users will have the ability to generate the offer letter with the majority of the information filled in saving time and ensuring the applicant and position information is accurate. Follow the below steps to generate the offer letter.

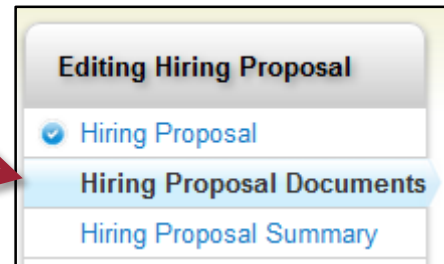
1. From the summary page of the hiring proposal, navigate to the reports tab



2. Click on the Staff Offer Letter Template to generate the letter

3. Copy and paste the contents of the letter onto a department letter head and fill in any information that was not auto populated.

4. Return to the hiring proposal and click Edit
5. Navigate to Hiring Proposal Documents
6. Hover over Actions for the Draft Offer Letter and click Upload New to attach the draft offer letter you just created



Document Type	Name	Status	(Actions)
Draft Offer Letter			Actions▼
Summary of Interviews			
Final Offer Letter			
Additional Document(s)			
Justification for Waiver			Actions▼