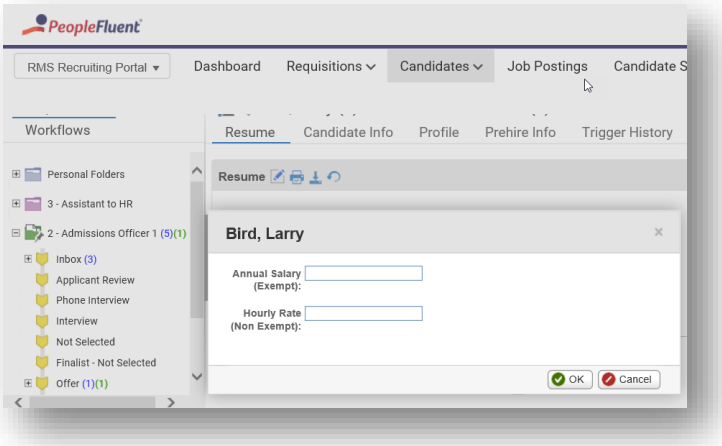
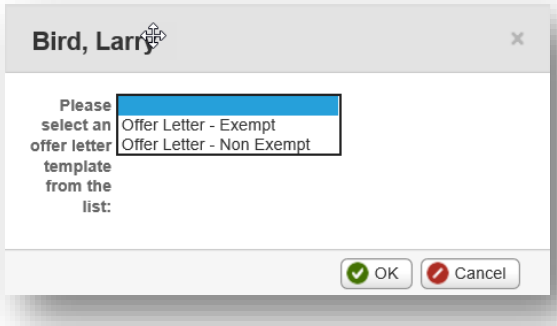
How to Use the Offer Folder

The following guide is intended for Hiring Managers using the *Offer* folder in the PeopleFluent Applicant Tracking System (ATS).

Once you are ready to make an offer, move the candidate to the **Offer** folder. This folder can also be used to draft an offer letter. (Use of this offer letter is optional.)

1. Move the candidate to the **Offer** folder. You will be prompted to enter the candidate's Annual Salary or Hourly Rate. These are optional fields and need only be completed if you are using the ATS to draft an offer letter. Otherwise, click the **Cancel** button. If you are drafting an offer letter, enter the amount exactly as it should appear in the letter, complete with a dollar sign and commas. Click **OK**.

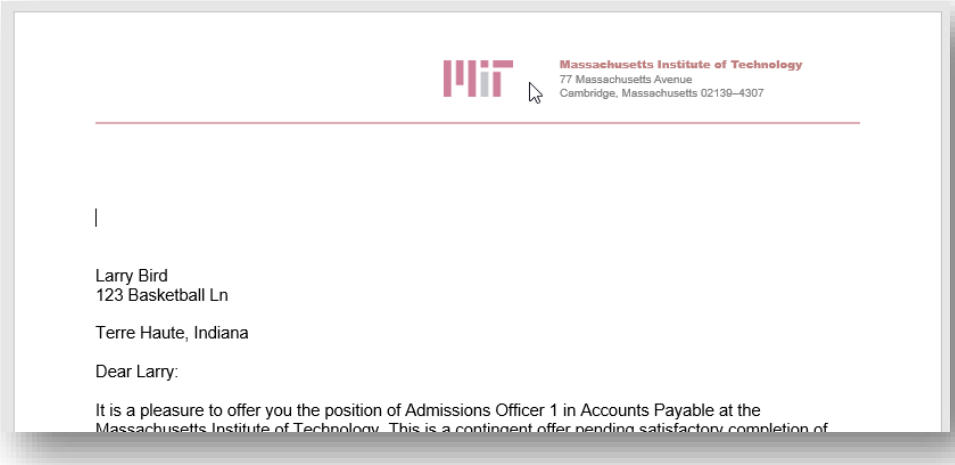




2. You will then be prompted to select an offer letter template (exempt or nonexempt). Again, if you choose not to draft an offer letter, click the **Cancel** button.

If you selected an offer letter template, the letter template will open in Microsoft Word. Edit and save the letter in Word.

Be sure to proofread the content of the letter, add your contact information, and cc yourself on the email as the ATS does not store offer letters.



Get Help

More Information	https://hr.mit.edu/managers/hiring/ats
Applicant Tracking System Tech Support	ATS-Help@mit.edu
Staffing Assistance	talentacquisition@mit.edu