

Did you know?

Monitoring the Online Offer Made status is important to ensure candidates are accepting offers in a timely manner to limit delays in start date.

HCS Liaisons can check their New Hire que's for online offers made by following these steps:

1. On your PageUp Dashboard, view the **Offers icon** and click on **New hires**.
2. In your list of new hires, view the **application status** column.
3. Look for candidates in **Online offer made** status.

Application status ▼	
Offer accepted, form complete	View offer details View all tasks
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Online offer made	View offer details

What to do if a candidates has not accepted an offer after 24 hours of candidate being in Online offer made status:

1. HCS Liaison reaches out to individual, asking individual to check their email and ensure they have received the online offer.
2. If individual did not receive online offer email, confirm email address is correct as shown on applicant card.
3. If individual received email, individual needs to follow instructions and open offer card documents for review in order to proceed and accept the online offer.
4. Notify Strategic Partner if candidate did not receive email or email address does not match.
5. Strategic Partner will resend email to candidate at correct email.
6. HCS Liaison also need to ensure the individual is completing necessary electronic forms and background questionnaire once triggered if applicable.