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**.

Last updated: 05 October 2021

A pop-up will appear:

APPLICATION INFORMATION

Current Status	In Process (Last Update 27/01/2021)
New Status	In Process

Application Comments
View all comments

What do you want to do next?

○ Telephone Interview

○ Verbal Offer

○ OH Questionnaire

○ Contract Sent

◉ ==Complete steps yourself without submitting to anyone else==

CANCEL   **OK**

Select **Complete steps yourself without submitting to anyone else** until you see the **Request Hire** option appear in the What do you want to do next? Section.

New Status	In Process

Application Comments
View all comments

What do you want to do next?

○ Telephone Interview

○ Interview 2

○ Verbal Offer

○ OH Questionnaire

○ Contract Sent

◉ ==Request Hire==

○ Complete steps yourself without submitting to anyone else

CANCEL   **OK**

2

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.
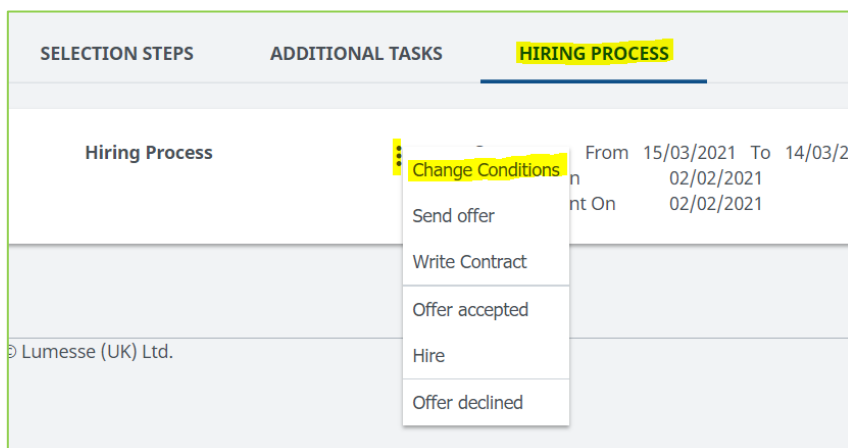
4. Completing the Offer Conditions form

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
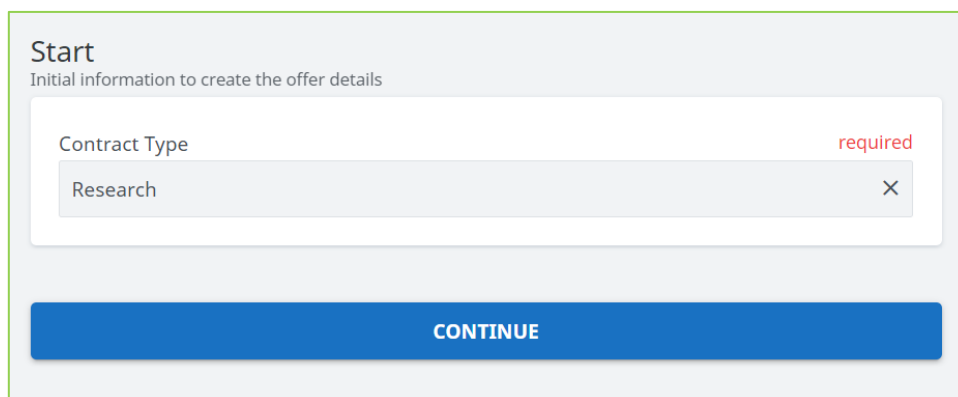
01/11/2021

Planned End Date

31/10/2023

DURATION

Amount	Period
	Week ✕

SALARY

Amount   required   Currency   required   per   required

0.00   GBP   ✕   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)?

| |

5

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

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

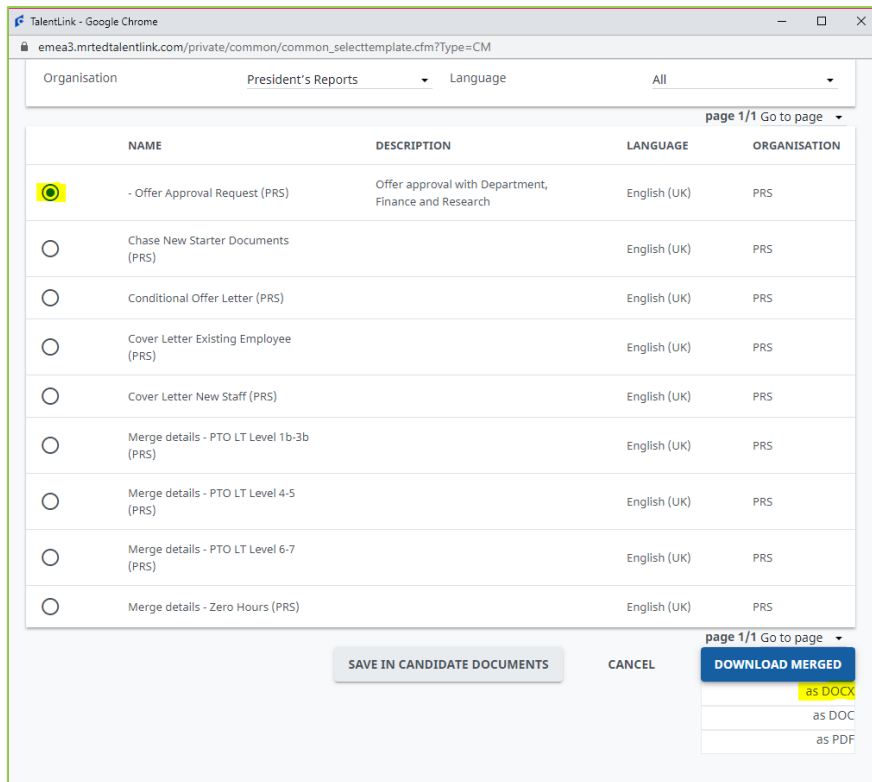   a. Saving an Offer Request document

Click on the successful candidate's name.

Click on **Hiring Process**.

Click on the three dots next to Hiring Process and select **Write Contract**.
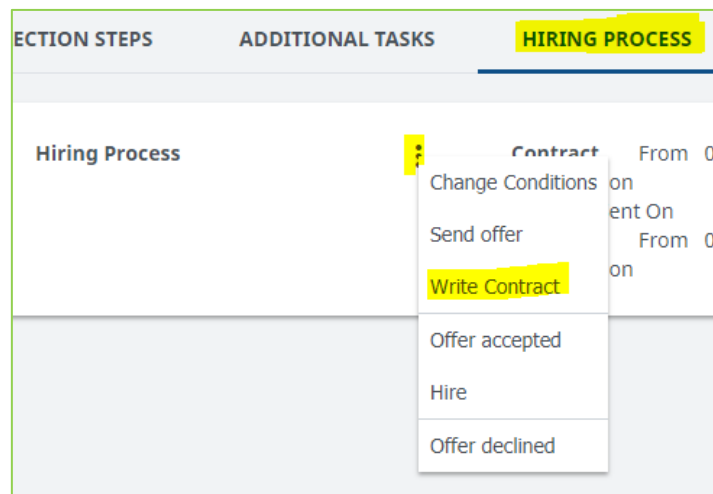
A pop-up will open. Click **Offer Approval Request.**

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**.

Last updated: 05 October 2021
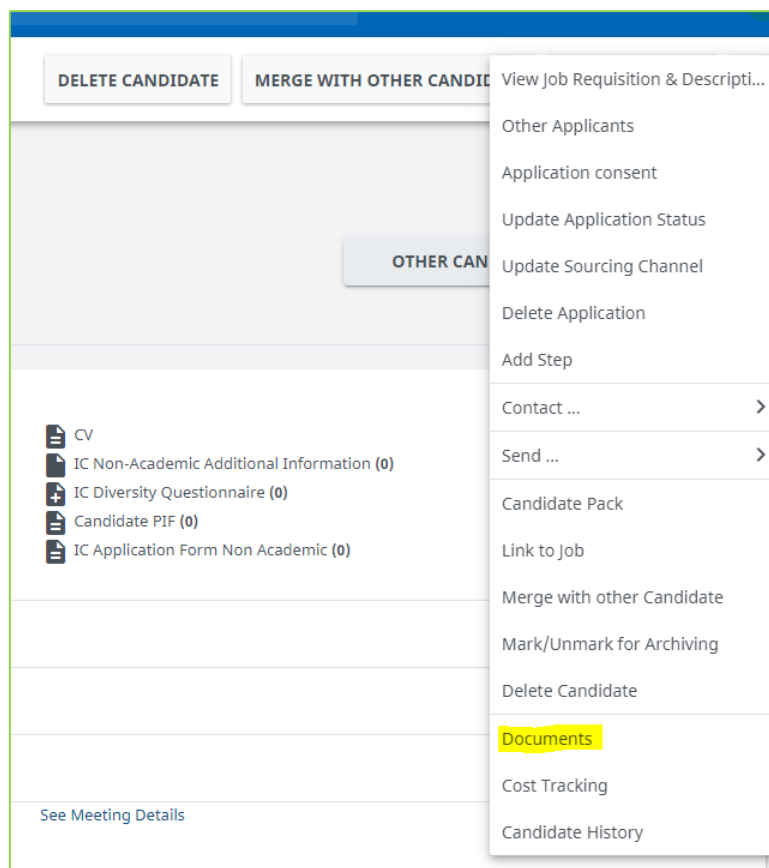
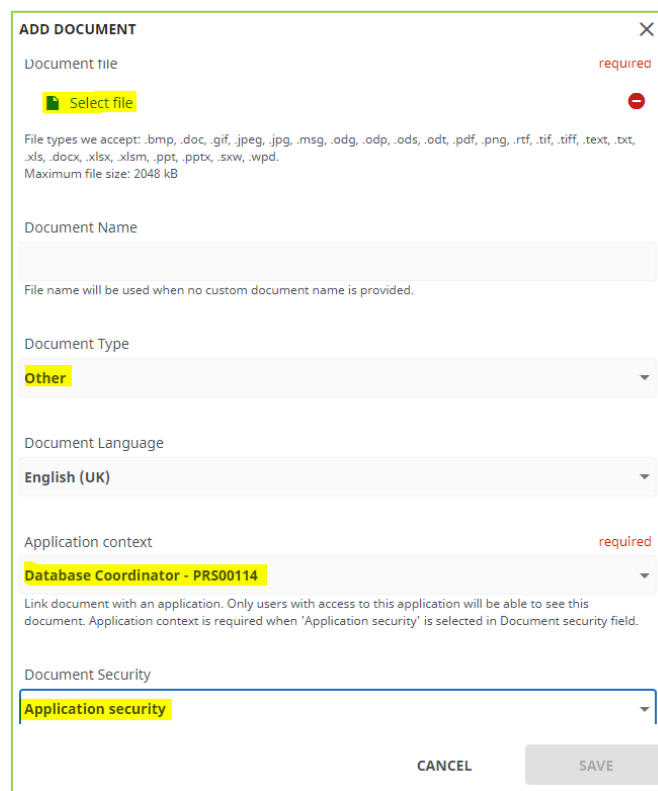On top right of the candidate's page, click on ⋮ and select **Add Documents**.
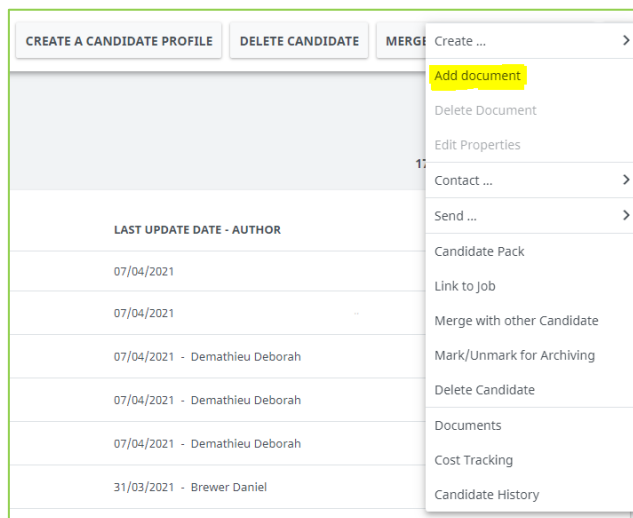
A pop-up will open. Click on **Select file** and upload the Offer Conditions Form.

Document type: Always select **Other.**

Application context: pick the role for which the candidate is being hired.
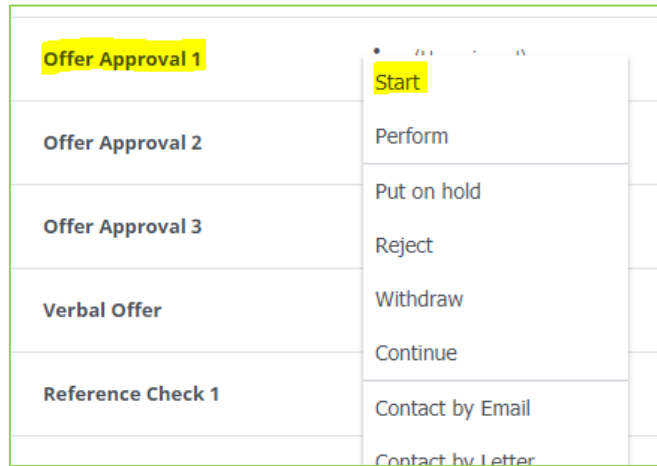
Document security: Always select **Application security.**

Click **Save**.

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b. 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
Deborah 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	Assign Task ○ Send Task ●
	test@imperial.ac.uk
	Please enter at least one valid Email address.
From	Deborah Demathieu (d.demathieu@icdev.ic.ac.uk)
CC	d.demathieu@icdev.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: [%j
	ADD MERGE FIELDS
Priority	○ High ● Normal ○ Low
Sensitivity	Normal
Message:	EDIT MESSAGE
Template	IC Offer Approval Form Preview
	☑ Save Email in candidate history.
Email language	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:BUS00276
☑ Demathieu,_D__Offer_request.docx
☐ All Feedback Reports 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.
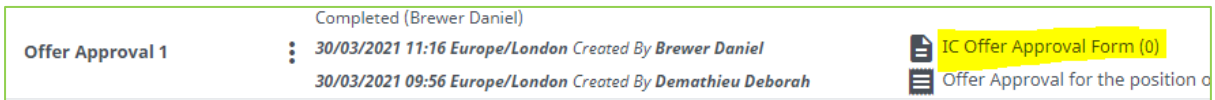
6. Checking an offer request has been approved

On the Talentlink Dashboard, under Messages, a new message will appear once an approver has made a decision.
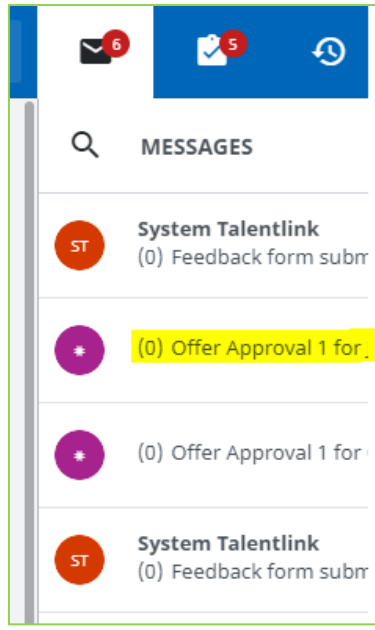
To check whether the offer request has been approved or rejected, go to the Selection Steps page for the candidate.

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.