



RECRUITING

Offer tutorial

Recruiter prepares an offer for the candidate upon the agreement with the hiring manager. The offer must be always in accordance with internal salary policy (guarded by Comp&Ben team) and the principles of fairness.

The offer approval process is as follows:

Offers for DL positions are approved solely by a recruiter and communicated to a candidate afterwards.

Offers for IL **up to 100% C/R** positions are prepared by a recruiter and approved in these steps: 1. HRBP, 2. hiring manager.

In case the offer **exceeds 100% C/R** threshold, the offer must be approved also by Comp&Ben team and hiring manager's superior. After the approval process is finished, the offer can be introduced to the candidate.

If you are involved in the approval workflow, you will receive it in your **To-Do List**, section „Recruiting Approvals“. You also get an e-mail notification in order to speed up the process.

Please check carefully the offer details and then approve or reject the proposal. You can add a comment if needed. In case you reject the proposal, a comment is compulsory in order to clarify what changes need to be done.

Offer Details: Version 1

Language	English US (English US)
Template Name	Offer Approval IL to 100
Internal Title	Asistent(ka)
First Name	Růžena
Last Name	Bodláková
Final Start Date	04/01/2020
Company	FOXCONIV CZ s.r.o. (10002875) [H]
Business Unit	FOX Central (10003012) [H]
Division	Central (10003432) [H]
Department	Central Admin (10004339) [H]
Cost Center	CZC001 (CZC001) [H]
Pay Grade	13
Salary Mid	20,000.00
Salary	20,000.00
Increased flexibility premium	0.00
Premium for type of work	0.00
Currency	CZK
Pay Type	Monthly
Probation Period	3
Contract Type	Unlimited Period
Employment Type	Employee Work Agreement
Company Car	No
City	Pardubice and Kutná Hora
Shift	8
Working hours layout	Evenly
Extra cost for agency	0.00

Approvers: Version 1

Status	Pending Approval
Business Partner	Evžen Paříšek 02/28/2020 ✓ [H]
Current Approver	Tomáš Maňay
Comment	<input type="text"/>

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▼ Approvers: Version 1

Status Pending Approval

Current Approver Evžen Pařák

Hiring Manager Tomáš Marný

Comment

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[Decline](#)

[Approve](#)

The proposal is then negotiated with the candidate. If the candidate rejects it, it is possible to come up with an adjusted offer (the approval workflow needs to be done again in full scope) or select a different candidate.

Once the candidate accepts the offer, onboarding can start.