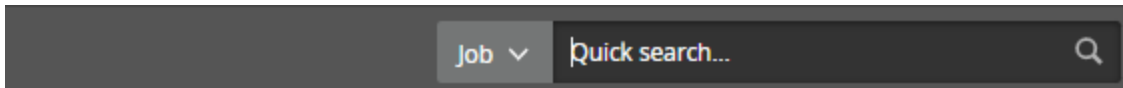
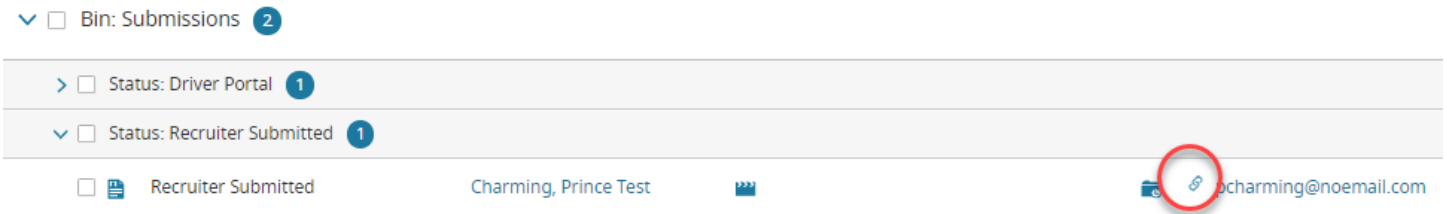


Offer Letters

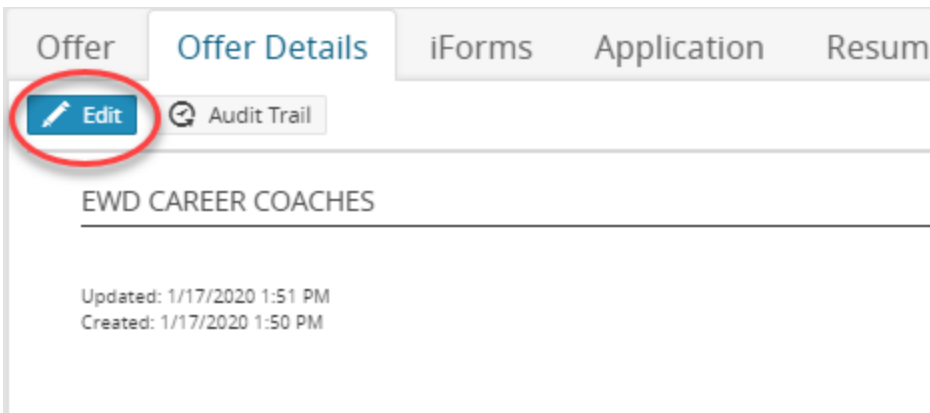
Step 1: Search the job you want to hire for.



Step 2: Click the paperclip icon (located in front of the candidate's email address) to open the offer screens.



Step 3: Navigate to the second tab "Offer Details" and click edit to add the specific information required to write the offer.



Step 4: Complete all required fields, and click "Save"

Step 5: Click advance and select "Launch Offer Wizard"

Step 6: Select the correct offer letter, then click Next

Create offer letter
Jessica Test

1 Offer letter 2 Prepare offer 3 Review and send

Save for later

Select a template
Choose the appropriate template below as a basis for your offer letter.

Search templates by title or description All

Template Name	Category	Owner	Last used
County Standard Offer Letter - Drug and Background	County Standard	HR Admin	2 days ago
County Standard Offer Letter - Current Employee	County Standard	HR Admin	a month ago

Step 7: Prepare the offer. Fill in the fields on the left side of your screen.

Salary - Can only be Hourly.

- If offering a Salary, divide the salary by 2080 to get the hourly amount. Add the hourly amount to the offer
- Please check the pay range. Starting pay over Mid-range needs to have approval from the HR Director. [Waiver](#)

Benefits

- **Regular Employees** *"Benefits are Available"*
- **Temporary Employees** *"Benefits are not available for temporary employees"*
- **Position change (current employee)** *"Benefits are not eligible to be changed until open enrollment"*

Step 8: Review the offer letter.

All fields need to be completed. Make changes if needed, click Next

Step 9: Add Approvers by searching for emails.

The last Approver needs to be Recruiting (recruiting@co.larimer.co.us).

Step 10: Review and click Save.

Step 11: Click Advance - Offer Created - Notify HR

Step 12: Send to recruiting@co.larimer.co.us