

4.1 Making an Offer

Congratulations, you are ready to make a formal offer! Before making the formal offer, you must request that OHRM perform an equitable salary review, then you can make the formal offer.

1. Submit a request to [OHRM](#) to perform the equitable salary review by moving the candidate to the *Pending salary Equity Analyst Review*.
2. When you receive the approval from OHRM, you can now make the formal offer. Select the *Action* status of *Moved to Offered*. Once you do this, the *Offer Approval Form* will pop out. Fill in the required fields and any others that you need to fill out for the position. Click *Save & Continue to Next Step* green button.

The screenshot shows the 'Offer Approval Form' interface. At the top, there are three tabs: '1. OFFER INFORMATION' (active), '2. APPROVALS', and '3. ATTACHMENTS'. The form contains several input fields: 'Position' (a dropdown menu), 'Offer Date' (a date picker), 'Offer Amount' (a text field with a dollar sign), 'Frequency' (a dropdown menu), 'Bonus Amount' (a text field with a dollar sign), and 'Expected Start Date' (a date picker). There is also a 'Comment' text area. At the top right, there are three buttons: 'Cancel', 'Save & Close', and 'Save & Continue to Next Step' (highlighted in green).

3. The "Approval" step is not utilized at this time. Click *Save & Continue to Next Step* green button.
4. Attachments are not needed for this step. Click the *Save & Submit* green button.

A row of three buttons: 'Cancel', 'Save & Close', and 'Save & Submit'. The 'Save & Submit' button is highlighted in green.