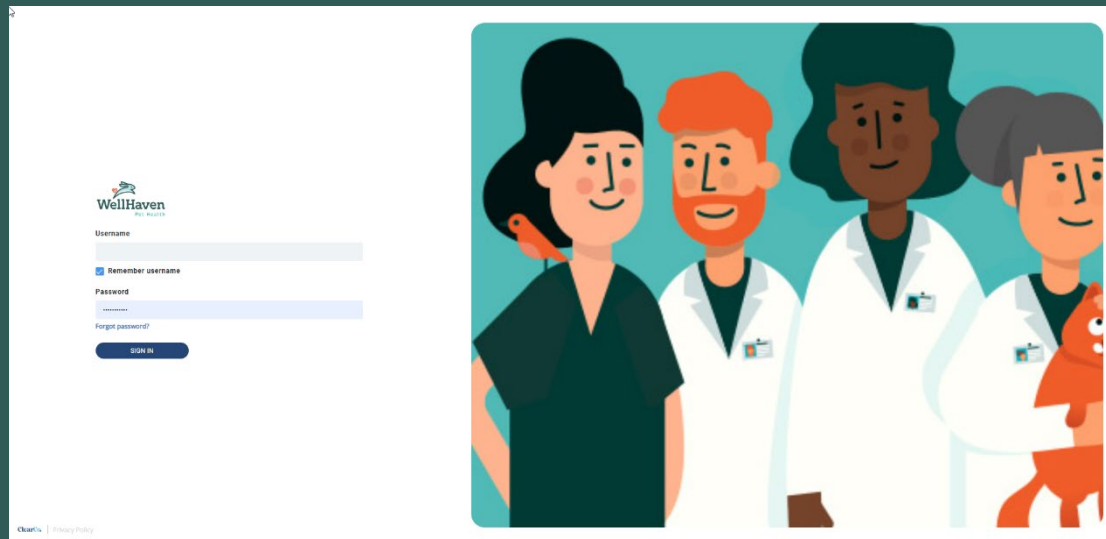




## Clear Company – Extending an Offer



# Extending an Offer – Instruction Guide

Step 1: To send an Offer Letter to a Candidate, the first step is to Select **Tools** and **Recruiting**

The screenshot displays a user interface for a hiring manager. At the top left is the WellHaven Pet Health logo. The navigation bar includes 'Me', 'Team', 'Company', 'Tools', and a 'Click' button. A search bar for 'Search My Candidates' is on the right, along with help, notification, and profile icons. The 'Tools' dropdown menu is open, with 'Recruiting' highlighted. Below the menu, the user's profile is shown as 'PM PD Hiring Manager' with a 'PH' icon. The profile details include Department (Hospital), Office (All About Paws), and Anniversaries (No Hire Date). There are sections for 'Fun Fact' and 'Mission Statement'. The main content area features a 'Tasks' section with a filter set to '3 Mo.' and a 'Schedule' section showing 'No Events Scheduled'.

WellHaven Pet Health

Me Team Company Tools **Click**

Search My Candidates ? ? PH

Dashboard Tasks Private Notes

Recruiting

Onboarding

Talent University

Setup

PH

PM PD Hiring Manager

Department  
Hospital

Office  
All About Paws

Anniversaries  
No Hire Date

Fun Fact

Enter a fun fact to share about yourself!

Mission Statement

Provide a sentence or two on how the work you do contributes to the company's success.

Tasks

Hide tasks older than 3 Mo.

Schedule

SU	MO	TU	WE	TH	FR	SA
24	25	26	27	28	29	30

No Events Scheduled

ClearCo | Privacy Policy

**Step 2: Click on the Requisition you are managing**

REQUISITION	STATUS	DAYS OPEN	ACTIVE CANDIDATES	TOTAL CANDIDATES	FURTHEST WORKFLOW	HIRING MANAGER	RECRUITER	DEPARTMENT	OFFICE
General Consideration	Open, Posted	67	12	15	Hired - Onboarding (1)	PM PD Hiring Manager	HR Admin Business Partner	Human Resources	Animal Health Services

Please note:

The position you are offering to the candidate must be the same requisition that they are in.

The position title in the offer letter is going to “pull” the information from the requisition.

So, position offered and job requisition **MUST** match.

Step 3: To find the candidate you are extending an offer, click on **Candidates**

The screenshot shows a recruitment dashboard for a requisition titled "General Consideration" under the category "Human Resources (All Services, 1)". The "Candidates" tab is selected and highlighted with an orange box. A callout bubble with a hand icon and the word "Click" points to this tab. The dashboard features several key metrics: 1 Opening, 67 Days Open, 15 Candidates, 4 Interviews / 7 Offers, and 3 Hired. It also includes a "My Alerts" section with a message "ALL CAUGHT UP! You don't have any alerts at the moment.", a "Candidates I'm Following" section with the text "FOLLOW THE A-PLAYERS" and a note to click the "follow" link, and a "Top Candidate Sources" section. The "Top Candidate Sources" section lists: Created via manual entry (6), Obtained from public company board (1), Indeed (2), and Created by referral (1). A right-hand sidebar contains a search bar for "Candidates" and a chart titled "Inbound Candidates Last 5 Weeks" showing a peak in candidates around 3 weeks ago.

REQUISITION

Help

### General Consideration

Human Resources (All Services, 1) Open

[Candidates](#) [Details](#)

1 OPENING | 67 DAYS OPEN | 15 CANDIDATES | 4 INTERVIEWS / 7 OFFERS | 3 HIRED

#### My Alerts

ALL CAUGHT UP!  
You don't have any alerts at the moment.

#### Candidates I'm Following

FOLLOW THE A-PLAYERS  
Click the "follow" link when viewing a candidate to add them here

#### Top Candidate Sources

- Created via manual entry: 6
- Obtained from public company board: 1
- Indeed: 2
- Created by referral: 1

#### Inbound Candidates Last 5 Weeks

Week Ends on Saturday [Get More Applicants](#)

Step 4: Toggle to your **Candidate List** containing the New Hire you are to send an offer

REQUISITION Help Share Close

### General Consideration

Human Resources (Animal Health Services, 1) Open [Candidates](#)

Dashboard **Candidates** Details

**Click**

15 Total Applicants | 2 New Applicants | 1 Screening | 4 Interviewing | 5 Offer | 3 Hired | 0 Dispositioned

Bulk Actions ADD CANDIDATES

<input type="checkbox"/>	GRADE	CANDIDATE	NOTICE	HIRING STAGE	HIRING MANAGER	LAST ACTION
<input type="checkbox"/>	?	Elena Bauer		Application Completed	PM PD Hiring Manager	Aug 14th, 2023 (a month ago)
<input type="checkbox"/>	?	Misty Newton		Application Completed	PM PD Hiring Manager	Aug 8th, 2023 (2 months ago)

Step 5: Click on your **Candidate** you are extending an offer too

REQUISITION Help Share Close

### General Consideration

Human Resources (Animal Health Services, 1) Open [Candidates](#)

[Dashboard](#) **Candidates** [Details](#)

15 Total Applicants

2 New Applicants

1 Screening

4 Interviewing

5 Offer

3 Hired

0 Dispositioned

Bulk Actions ADD CANDIDATES

<input type="checkbox"/>	GRADE	CANDIDATE	NOTICE	HIRING STAGE	HIRING MANAGER	LAST ACTION
<input type="checkbox"/>	?	RJ Rick James		Observation Complete	PM PD Hiring Manager	Sep 12th, 2023 (17 days ago)
<input type="checkbox"/>	?	DS Dw <span>Click</span>	<span>Referral</span>	Observation Complete	PM PD Hiring Manager	Sep 12th, 2023 (17 days ago)
<input type="checkbox"/>	?	OL Offer Letter Test		Observation Complete	PM PD Hiring Manager	Sep 12th, 2023 (17 days ago)
<input type="checkbox"/>	A	EB Elena Bauer	<span>Internal</span>	Schedule Interview	PM PD Hiring Manager	Aug 22nd, 2023 (a month ago)

Step 6: Click Hire

REQUISITION

General Consideration  
Human Resources (Animal Health Services, 1) Open

[Candidates](#)

Dashboard **Candidates** Details

Interviewing (4) ▾

Bulk Actions ▾

- Rick James  
Observation Complete  
updated 17 days ago
- Dwight Schrote  
Observation Complete  
updated 17 days ago  
**Referral**
- Offer Letter Test  
Observation Complete  
updated 17 days ago
- Elena Bauer  
Schedule Interview  
updated a month ago  
**Internal**

**Observation Complete** DECLINE MOVE FORWARD

**Offer Letter Test** [tkestler+OL@clearcompany.com](#)  
General Consideration Candidate  
follow

Applied 22 days ago (S) **Click**

Profile Interviews **Hire** Timeline Actions ▾

**Latest Events**

- Sep 12 **EB** New Workflow Observation Complete
- Sep 7 **S** New Workflow Application Incomplete
- Sep 7 **HB** Created via manual entry

**Background Checks by ClearCompany**

**\$150 rebate on your first 3 background checks, no credit card required!**

- Run your first check instantly with no credit card or annual contract required
- See results faster
- Manage the critical pieces of your hiring process in one place
- Automatically update candidate workflows
- Serviced and supported by ClearCompany

Notes

Step 7: Click **Create Offer**

REQUISITION Help ✕

### General Consideration

Human Resources (Animal Health Services, 1) Open Candidates

[Dashboard](#) **Candidates** [Details](#)

Interviewing (4) ▾

Bulk Actions ▾

- RJ** Rick James  
Observation Complete  
updated 17 days ago
- DS** Dwight Schrote  
Observation Complete  
updated 17 days ago  
**Referral**
- OL** Offer Letter Test  
Observation Complete  
updated 17 days ago
- EB** Elena Bauer  
Schedule Interview  
updated a month ago  
**Internal**

#### Observation Complete

**DECLINE** **MOVE FORWARD**

**OL** Offer Letter Test [✕](#)  
General Consideration Candidate [✕](#)  
✉ tkestler+OL@clearcompany.com  
☆ follow

Applied 22 days ago (Sep 7, 2023)

[Profile](#) [Interviews](#) **Hire** [Timeline](#)

#### Offer Letters

**Click** **Create Offer**

There are no offer letters for this candidate.

#### Onboarding Packets

[Create Onboarding Packet](#)

Try out our new way to create onboarding packets for one or more candidates.

or Bulk onboard candidates by selecting them on the left & choosing **Onboard** from **Bulk Actions** menu.

[Notes](#)



Step 8: Click on the **Select an Offer Letter Template** dropdown and select the appropriate **Offer Letter** for this New Hire

Help

 **Offer Letter Test** [↗](#)  
General Consideration Candidate [↗](#)  
☆ follow


[✉ tkestler+OL@clearcompany.com](mailto:tkestler+OL@clearcompany.com)



## OFFER LETTER FOR OFFER LETTER TEST FOR GENERAL CONSIDERATION

Template:

- Select an Offer Letter Template -

- Select an Offer Letter Template -
- CVT - OFFER LETTER TEMPLATE - FULL TIME (ats 9.18)
- CVT - OFFER LETTER TEMPLATE - HOURLY AS NEEDED (ats 9.18)
- CVT - OFFER LETTER T  TIME (ats 9.18)
- CVT - OFFER LETTER TEMPLATE - TEMPORARY (ats 9.18)
- PARA - OFFER LETTER TEMPLATE - FULL TIME (ats 9.18)**
- PARA - OFFER LETTER TEMPLATE - HOURLY AS NEEDED (ats

CANCEL

Please note:

CVT Offer Letter should only be utilized for CVT/LVT/RVT.

This offer letter will send a background check to verify certification, licensing, or registrations for techs.

If you are hiring a Tech without any credentials, you will extend the PARA offer.

**Step 9: Fill out all the Offer Details listed on this page**

- 1 Select **Para Entity** corresponding to the State your hospital is in.
- 2 Enter the **Start Date** in MM/DD/YYYY format. (Example: 10/01/2023)
- 3 Enter the **Hourly Rate** without a "\$" sign. (Example: 21.00)

 **Offer Letter Test** [↗](#)  
General Consideration Candidate [↗](#)  
☆ follow [✉ tkestler+OL@clearcompany.com](mailto:tkestler+OL@clearcompany.com)



## OFFER LETTER FOR OFFER LETTER TEST FOR GENERAL CONSIDERATION

Template:

PARA – OFFER LETTER TEMPLATE – FULL TIME (ats 9.18) ▾

1 Offer Details

2 Candidate Offer Package



3 Internal Approval

4 Post Candidate Signature

### Set Offer Details

<b>1</b>	Para Entity	<input type="text" value="- Select -"/>
	Start Date <b>2</b>	<input type="text" value="MM/DD/YYYY"/>
<b>3</b>	Hourly Rate	<input type="text" value="--enter rate without dollar sign--"/>
	At-Will	<input type="text"/>

**Step 10: After filling in all the Offer Details, click Next at the bottom of the page**

- 1 When selecting **At-Will** option, always select the first option starting with “Your employment with WellHaven...” unless you are in the state of Montana, you will select the second option starting with “For Montana...”
- 2 Type in your name in **Offer Letter Sender Name 1** and your position title in **Offer Letter Sender Position 1**
- 3 Type in the hospital’s PD in **Offer Letter Sender Name 2** and PD’s position title in **Offer Letter Sender Position 2**  
NOTE: If your hospital does not have a PD, put a space in the text box. If you leave this blank and no space, it will show as N/A on the offer letter
- 4 When selecting **Offer Contingency**, always select the first option that starts with “Upon receiving your offer letter...” The second option is only used if you have prior approval from Ops/HR to start an employee before their background check is completed

The screenshot shows a web form titled "Set Offer Details" with a "Help" icon in the top right corner. The form contains several input fields: "Para Entity" (dropdown menu), "Start Date" (text box with "MM/DD/YYYY" placeholder), "Hourly Rate" (text box with "--enter rate without dollar sign--" placeholder), "At-Will" (dropdown menu), "Offer Letter Sender Name 1" (text box), "Offer Letter Sender Position 1" (text box), "Offer Letter Sender Name 2" (text box), "Offer Letter Sender Position 2" (text box), and "Offer Contingency" (dropdown menu). Numbered callouts 1 through 4 are placed over the "At-Will", "Offer Letter Sender Name 1", "Offer Letter Sender Name 2", and "Offer Contingency" fields respectively. Below the form is a section titled "Additional Information for Approvers" with the text "No Internal Offer Fields Associated with this Template". At the bottom right, there are three buttons: "CANCEL", "PREVIEW", and "NEXT". The "NEXT" button is highlighted with a red box and a red arrow pointing to it from the word "Click" above it.

Please note:  
  
Click “PREVIEW” at the bottom of this page to review the offer letter to ensure that all formatting looks good.

Step 11: On the next page, you'll scroll down and **toggle ON** **Automatically send email to candidate upon final approval**. This will ensure the Offer Letter will be sent to the New Hire upon creation of the Offer Letter

[Logo]

PRIVATE AND CONFIDENTIAL EMPLOYMENT OFFER LETTER

NEW HIRE

[OfferLetter.CreationDate]

[Candidate.FullName]  
[Candidate.Address]

Email to Candidate

Click

Automatically send email to candidate upon final approval

**Candidate Offer Email Template**

Offer Letter Email Template [Customize Offer Email](#)

ATTACHMENTS

Drop files or [Browse](#)

Step 12: The Offer Letter Template you are sending is set up to automatically send the appropriate Background Check to your Candidate – No further action is needed on your part here. Scroll down and click **Next**

Help

No Change

Offer is accepted

Background Check - Sent

Offer is declined

Offer Rejected

Automatic Background Check Options

Auto-initiate background check when

Candidate accepts offer

Select Background Check Provider

Background Checks By ClearCompany

Select Provider's Package to Use

WellHaven Pet Health :: Wellhaven Standard

Expiration

Number of days after sending to candidate that this offer expires 10

If offer was sent today it would expire on 10/9/2023 at 11:59 pm ET.

Click

CANCEL PREVIEW BACK NEXT

Please note:

All Offer Letters are set to expire after 10 days. If the offer letter is not signed within that timeframe, you must resend the offer letter.

Step 13: You will not need to change anything on this page – click **Next**

## OFFER LETTER FOR OFFER LETTER TEST FOR GENERAL CONSIDERATION

Template:

PARA – OFFER LETTER TEMPLATE – FULL TIME (ats 9.18)

1 Offer Details

2 Candidate Offer Package

3 Internal Approval

4 Post Candidate Signature

Approval Process ?

This offer letter needs to be approved by the people listed here before it can be sent to the candidate. Approvals will occur in the order listed.

Select a role or an individual

There are no approvers for this requisition

After creation this offer letter's approver list cannot be changed

Approval Workflow

Candidate workflow when sent for approval

Candidate workflow when rejected by approvers

Candidate workflow when fully approved by approvers

Offer Sent

Click

CANCEL

PREVIEW

BACK

**NEXT**

Please note:

Approval Process for a hire is done before a requisition is posted.

If you have questions on the details of the offer and need approval, reach out to Operations

Step 14: You will not need to change anything on this page – click **Create**.

Once the Offer Letter is Accepted/Declined, the recruiter and Hiring Manager assigned to the Requisition will receive an email informing them that the Candidate has accepted/declined the offer letter.

The screenshot shows a web interface for creating an offer letter. At the top, a blue header bar contains the text "Offer Letter Test" and "General Consideration Candidate" with a "follow" button. An email address "tkestler+OL@clearcompany.com" is visible in the top right. Below the header is the WellHaven Pet Health logo. The main heading reads "OFFER LETTER FOR OFFER LETTER TEST FOR GENERAL CONSIDERATION". A "Template:" dropdown menu is set to "PARA – OFFER LETTER TEMPLATE – FULL TIME (ats 9.18)". A progress bar below shows four steps: "1 Offer Details", "2 Candidate Offer Package", "3 Internal Approval", and "4 Post Candidate Signature", with the fourth step highlighted in blue. Below the progress bar is a text input field for adding users to be notified. Two grey buttons are visible: "HR Admin Business Partner Recruiter" and "PM PD Hiring Manager Hiring Manager". A search box labeled "Search for a user" is positioned below these buttons. At the bottom right, there are four buttons: "CANCEL", "PREVIEW", "BACK", and "CREATE". The "CREATE" button is highlighted with a red border and a red callout bubble that says "Click".

Step 15: If you failed to complete Step 11, you will need to manually send the Offer Letter. You will need to select the **created Offer Letter** in the Candidate's profile.

The screenshot shows a recruitment system interface. At the top, there's a header with 'REQUISITION' and 'Help'. Below that, the main title is 'General Consideration' with a sub-header 'Human Resources (Animal Health Services, 1)'. There are navigation tabs for 'Dashboard', 'Candidates', and 'Details'. A sidebar on the left shows a list of candidates under 'Interviewing (4)'. The main content area shows a candidate profile for 'Offer Letter Test' with a status of 'Observation Complete'. Below the profile, there's a table of offer letters. The first row is highlighted with an orange box, showing 'Offer Letter Test' with a status of 'Initializing'. An orange arrow points to the 'Initializing' status. A yellow callout box at the bottom left contains text explaining the status.

REQUISITION Help

### General Consideration

Human Resources (Animal Health Services, 1) Open Candidates

Dashboard **Candidates** Details

Observation Complete DECLINE MOVE FORWARD

**Offer Letter Test** Click  
General Consideration Candidate follow tkestler+OL@clearcompany.com

Applied 22 days ago (Sep 7, 2023)

Profile Interviews **Hire** Timeline Actions

OFFER LETTER NAME	CREATED	SENT	EXPIRES	APPROVER	STATUS
Offer Letter Test	Sep 29, 2023 9:57 AM	N/A	N/A		Initializing

Onboarding Packets Create Onboarding Packet

Try out our new way to create onboarding packets for one or more candidates.

ONBOARD THIS CANDIDATE or Bulk onboard candidates by selecting them on the left & choosing **Onboard** from **Bulk Actions** menu.

**Please note:**

You can tell this Offer Letter was not sent, because the status states "Initializing"

When an offer letter has been sent, the status will state "Awaiting Candidate Response"



## Step 16: Select **Send Offer Letter**




### OFFER LETTER

Current Status: Approval: Completed  
Created Date: 10/4/2023  
Expiration Date: 10 days after sending



CANCEL OFFER LETTER

Auto Delivery Disabled

 SEND OFFER LETTER



PRIVATE AND CONFIDENTIAL EMPLOYMENT OFFER LETTER

NEW HIRE