Faculty
Approving an Offer Letter
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1. You will receive an email when you are sent a request to approve an offer letter. It will look similar to the photo below. To view the request and approve, click on the blue “Respond” hyperlink.
2. You will be prompted to sign in with your UTHealth username and password. Once you do, the official request will appear. On this screen you have the option to review the “Offer Details/Letter,” the “Requisition Details,” the “Candidate Details,” and the candidate’s CV. To review any of them, simply click on the blue hyperlink and the details will appear in a new tab/window.
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3. To approve the offer letter, select “I approve this offer” from the dropdown box, leave any comments you would like to leave, and then click “Done.”
   **NOTE:** You can have a copy of your decision emailed to yourself by checking the box that says “Send me an email with my decision.”

4. The screen below will appear once you have finished with the Offer Approval Request.

   ![Offer Approval Request Screen]

   **Confirmation**
   Your response has been received. The recruiting process can continue.
   Thank you!

   ![Confirmation Screen]
5. You also have the option of approving the Offer Letter Request within Taleo. In order to do so, go to http://go.uth.edu/recruit and log in by using your UTHealth username and password.

6. Once logged in, select the “Recruiting” option listed on the Welcome page.
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7. From the home screen, look under the “Tasks” category and click on the link labeled “Tasks assigned to me.”

8. On your task list, click on the title “Approve Offer” to access the request.
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9. You can view all the details by clicking on the blue links on this screen should you need to review the candidate once more before approval. To approve the offer letter, select “Approve” from the drop down screen at the top of the page. You can leave a comment if you need to and finish by clicking “Done.”

**NOTE:** You can have a copy of your decision emailed to yourself by checking the box that says “Send me an email with my decision.”

10. You may now sign out. If you checked the box requesting an email with your decision, you will receive it.