1. Navigate to Recruiting Home.
2. From the My Alerts pagelet, click <Job Offer to Approve>.

3. On the Prepare Job Offer page, review the offer.
4. When ready to approve the offer, click the Approval tab.
5. Click <Approve>.
6. Click <Submit>.
7. Navigate back to the Prepare Job Offer page.
8. Click <Upload Letter>.
9. Navigate to the offer letter and upload it.
   Note: The letter will be displayed under the Attachments section of the page.

10. Click <Upload>.
    Note: The letter will be displayed under the Attachments pagelet.

11. Select the Notify Applicant checkbox.

    Note: When the offer is posted, a notification is sent to the applicant letting them know that there is an offer to act on. The applicant will also receive an email.

12. Click <Post>. 