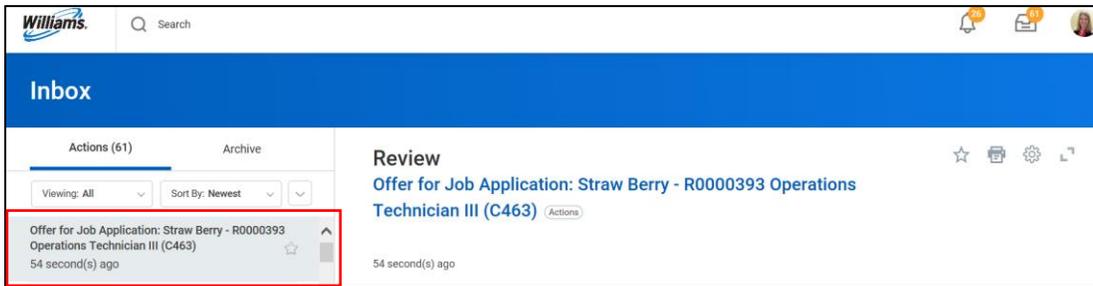


Offer Process

After completing the **Interview Process**, the TA Consultant will begin the Offer Process if you are ready to move forward with an offer. All details of the offer will be finalized with the HR Business Partner and TA Consultant *outside of Workday* prior to extending the offer to the candidate through Workday.

1. If moving forward with extending an offer, you and the HRBP will concurrently receive a Workday Action to review the offer

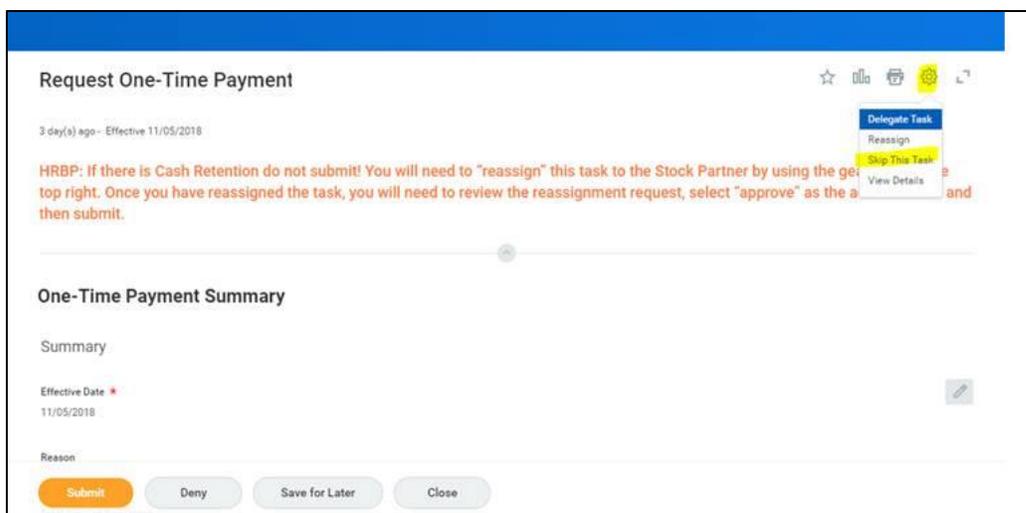


2. Review the details, including **Start Details, Job Details, Salary Details**, and any associated Allowance Plans to ensure accordance with the details finalized with the HRBP/TA Consultant, then click **Approve**.



Note: Offers are extended on a one-to-one ratio – meaning only one offer can be extended for each open requisition.

3. Note that the offer will also flow to the Compensation Partner and Stock Partner for approval if there is Cash Retention or a Sign-On Bonus. You will receive an action item to process a One-Time Payment regardless of whether the particular offer includes either of these types of payments.
 - If there is **no** Cash Retention or Sign-On Bonus associated with the hire, **do not click Submit**. Instead, click the wheel button in the upper right-hand corner, then click **Skip This Task**.
 - If there **is either** Cash Retention or Sign-On Bonus associated with the hire, **do not click Submit**. Instead, click the wheel button in the upper right-hand corner, then click **Reassign** to select the Stock Partner.



- Following your approval, the offer will follow the approvals that are tied to the DOA established for HR and for the Workday system (see below example). For more information about Talent Acquisition approvals, visit the Workday Business Processes document on the [Workday at Williams](#) site.



Business Process Talent Acquisition							
Business Process	Employee	Manager	TAC	HRBP	Comp Partner	HRBP Director	Mgr's Manager
Create Position		✉		✔	✔		✔
Create Job Requisition		✔ ⁽¹⁾	✔	✉			✔ ⁽¹⁾
Propose Compensation (Offer)		✔	✉	✔	✔	✔	✔
Hire	✔		✉				

- If anyone in the approval chain declines the offer, it returns back to the TA Consultant with comments for revision.
- Each approver in the approval process follows the same step until the offer has been completely approved, at which point it is returned to the TA Consultant to extend the offer to the candidate.
- Upon acceptance of the offer, the TA Consultant will initiate a background check to begin the **Onboarding** process.