



## Understanding the Electronic Letter of Intent Job Aid

**Purpose:** Use this document to help users understand the system, department and candidate experience, and procedures relating to the Electronic Letter of Intent (eLOI).

### What is the Electronic Letter of Intent?

The Electronic Letter of Intent (eLOI) will be used for Professional and Scientific and Faculty candidates recruited through PeopleAdmin7 (PA7) to extend an offer. Data entered on the Hiring Proposal will populate fields in the eLOI. As a result, it is vital that the information on the Hiring Proposal is updated and accurately reflects the final negotiated terms of the position (*including start date and salary*).

The eLOI will only be used for searches processed through PA7. In the future, an eLOI will be developed for renewal appointments; searches processed outside PeopleAdmin7, and may include other types of appointments (such as Post Doc appointments, contracts, and merit). New hires from PeopleAdmin 5.8 are not eligible for the eLOI process.

### What are the benefits for Iowa State University?

The eLOI project has many anticipated benefits for Iowa State University. Review the benefits below.

Benefit	Description
<input checked="" type="checkbox"/> Increase data and <b>record accuracy</b>	The hiring system (PeopleAdmin7) will now be linked to the eLOI, and the EPA, therefore records and data accuracy will be improved.
<input checked="" type="checkbox"/> <b>Decrease costs</b>	The need to pay for overnight mail to send the letter of intent is eliminated, as the process is electronic.
<input checked="" type="checkbox"/> Create <b>internal efficiencies</b> through electronic routing and processing	The need for employees to physically walk around campus to obtain approval signatures is eliminated. Electronic routing also provides the ability to view where an eDoc is in the routing process.
<input checked="" type="checkbox"/> All documents are <b>routed together</b> (LOI, Letter of Offer, etc.)	Managers and approvers can see all documents in their most current form in one place.
<input checked="" type="checkbox"/> <b>Access</b> from anywhere	Approvers can electronically take actions on eLOIs anywhere with internet access, regardless of physical location.
<input checked="" type="checkbox"/> <b>Timely!</b> Departments can send offers to candidates as soon as its approved	The department will choose the moment the email is sent to the candidate, informing them an offer is available in AccessPlus.



## Understanding the Electronic Letter of Intent Job Aid

### What are the benefits for the candidate?

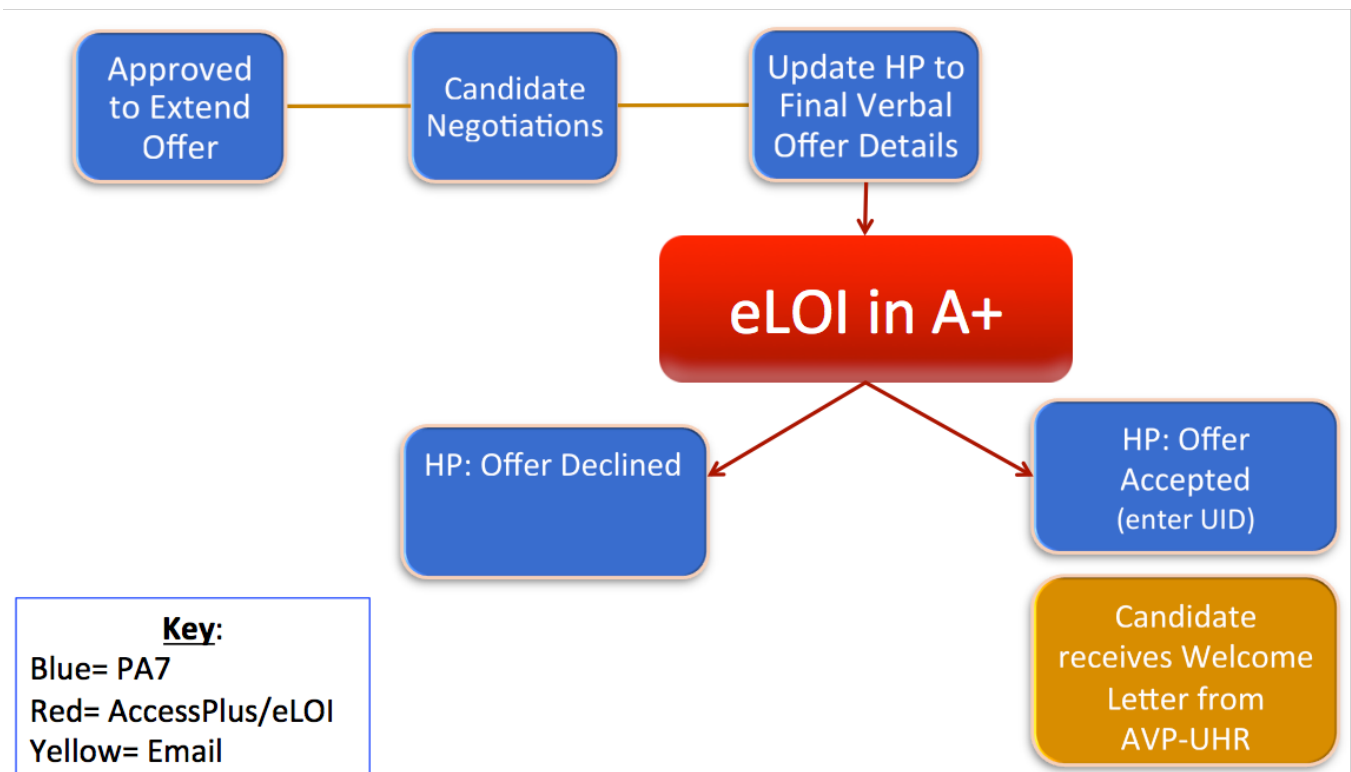
The eLOI project has many anticipated benefits for candidates. Review the benefits below.

Benefit	Description
☑ eLOI <b>instantly</b> sent to candidate via email	The candidate instantly receives the offer, after the department chooses to extend the approved offer.
☑ <b>Modern experience</b> for candidates	The electronic process is faster, more efficient, and eases the process from the candidate perspective. Changes can be resent to the candidate by the department (eliminating the need for the candidate to modify and initial the letter of intent).
☑ Candidate is <b>connected</b> with a university contact	The candidate will receive the email from the Supervisor of the position. The candidate is encouraged to contact this person with questions regarding the Letter of Intent.
☑ ISU UID# is created and the new employee onboarding process may begin	If the candidate chooses, s/he can complete the Onboarding process before arriving to the first day of work. With administrative tasks started or completed, the new employee will be able to be more effective on their first day of work.

### How does an eLOI begin?

Once the Posting Admin updates the status of a PA7 Hiring Proposal to *Final Verbal Offer Details*, the eLOI will be generated that night in Access+. The next morning, the eLOI Originator will find the available eLOI in the Quali Action List and can complete the eLOI to route for approval.

See the visual below for a graphical display of the process to extend an offer:



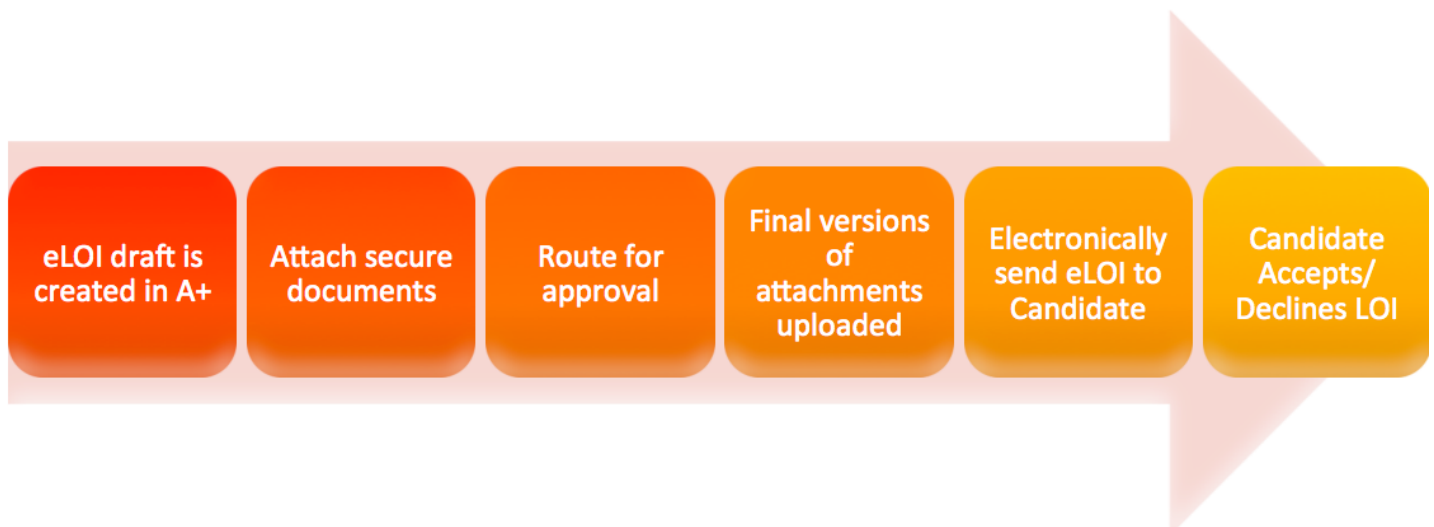


## Understanding the Electronic Letter of Intent Job Aid

### What is the process an eLOI will take once created?

The eLOI Originator will find the available eLOI in the Quali Action List and can complete the eLOI to route for approval. After approvals, the final versions of the attachments can be uploaded and an “administrative pause” can occur. Departments should use this time to explain to the candidate what they can expect and that the posting number will be needed to accept/decline the offer. After the offer is extended, the candidate can accept/decline the offer. Once the candidate acts on the eLOI, all approvers will be notified via email.

See the visual below for a graphical display of the eLOI Process:



### How does an eLOI get routed and approved?

After the eLOI Originator creates the eLOI and attaches the necessary documents to the offer, the Originator will route the eLOI via Access+. The routing process is determined by the primary and secondary employing departments. After the routing process is complete, the candidate will receive the eLOI.

If an approver needs to edit certain fields of the eLOI or the information in the eLOI is incorrect, the approver should select the return to previous button and ensure the Originator is listed in the field to the right. The approver should indicate why the eLOI was returned in the Notes section and include details to correct the error. At this point, the eLOI Originator will receive an email notification that the eLOI is awaiting their action. The eLOI Originator may simply:

1. edit the eLOI if the change is in an editable field or
2. go back to update the Hiring Proposal in PA7 for automatically populated fields.



## Understanding the Electronic Letter of Intent Job Aid

### What happens when the eLOI is disapproved?

If the eLOI is disapproved during the routing process due to an applicant withdrawing or turning down verbal negotiations, the Posting Admin will need to go into the Hiring Proposal and update the status to *Offer Declined* for that candidate.

If the eLOI was disapproved during the routing process due to an error on the form, but the offer still stands, the Posting Admin will go into the Hiring Proposal and update relevant information. The Posting Admin will need to save the Hiring Proposal at the status *Final Verbal Offer Details*. The next morning, an eLOI will be ready to re-route for approval.

### How is the eLOI stored?

eLOIs are accessible by those with eLOI Originator or approver access for that department by doing a doc search in the Quali Action List.

### How will the candidate receive the eLOI to accept/decline?

Once the Electronic Letter of Intent (eLOI) has been fully routed for approvals, the eLOI Originator will receive an email that the eLOI has been approved. At that point, it is encouraged that the department or Hiring Manager reaches out to the candidate to let them know an electronic offer will be coming shortly. The department should also explain the eLOI will be coming electronically to the email address they provided on their application. Once the candidate receives the email, they will be prompted to log-in to AccessPlus (with instructions) to accept/decline. The email will have a PDF of the offer attached to it for the candidate's review prior to logging in to Access+. All approvers will be notified of the candidate's response instantly via email.

### What information will the candidate need to accept/decline?

The candidate will need the following to accept/decline the offer:

- ✓ Posting Number (*department can provide to candidate or candidate can retrieve from PA*)
- ✓ Confirmation Number (*provided in email to candidate*)
- ✓ Social Security Number

### How will the candidate maintain a copy of the eLOI for his/her records?

If the candidate would like to keep a copy of the eLOI for their records, the candidate should *SAVE AS PDF* or Print the screen (*Control P*) once they accept or decline the offer.