

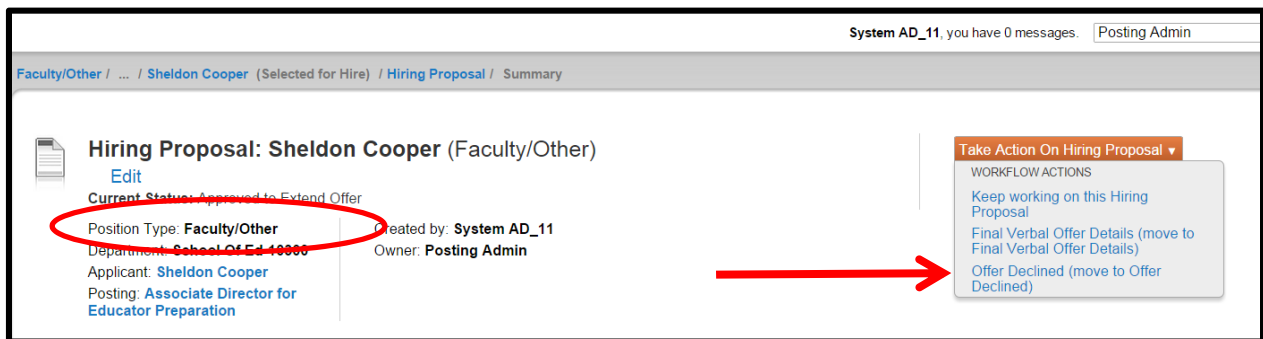
## Final Verbal Offer Details – Updated

**Purpose:** Use this guide to understand how to update a Hiring Proposal to Final Verbal Offer Details which triggers the Electronic Letter Of Intent process.

University Human Resources has updated the Hiring Proposal status to “Approved to Extend Offer”. Please start or finalize verbal negotiations with the finalist.

### Once your negotiation with the candidate is complete, you will:

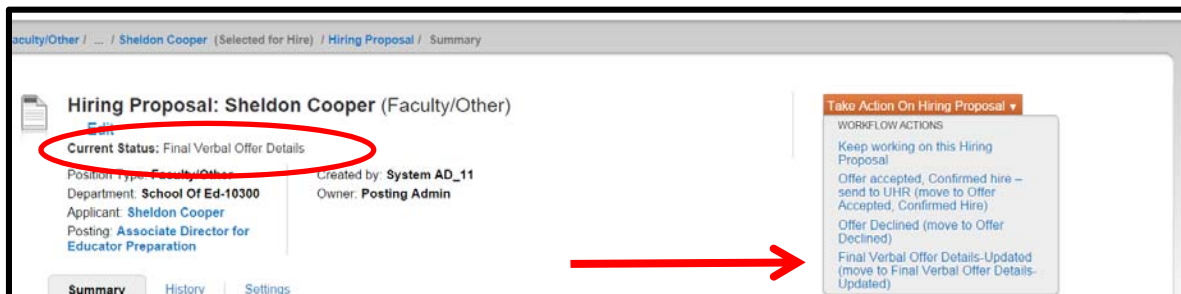
1. Go into the Hiring Proposal and make any needed changes (e.g. start date, salary).
2. Change the status to “**Final Verbal Offer Details**”



3. View the eLOI in AccessPlus the following morning.
4. Complete the eLOI
  - a. If no changes need to be made, follow the instructions to complete an eLOI (link to <http://peopleadmin.hrs.iastate.edu/eloi/#training>).
  - b. If changes need to be made to the non-editable fields on the eLOI, see below.

### If a non-editable field on the eLOI must be changed:

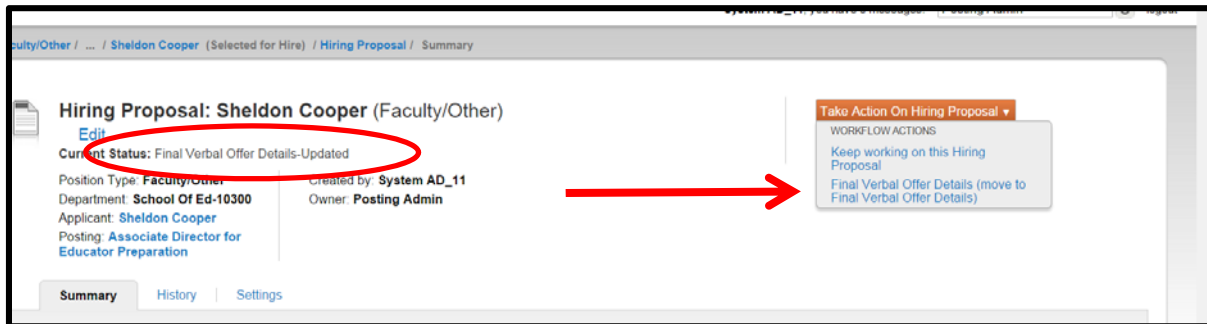
1. Go to the Hiring Proposal and make any needed changes (e.g. start date, salary).
2. Change the status\* to “**Final Verbal Offer Details-Updated**”.



## Final Verbal Offer Details – Updated

The following morning, a new eLOI will be available in AccessPlus. Should additional changes need to be made to the eLOI, edit the Hiring Proposal and change the status to “Final Verbal Offer Details”.

You can trigger a new eLOI process, as many times as is necessary (prior to “offer accepted, confirmed hire” status) by choosing the “Final Verbal Offer Details/Final Verbal Offer Details-Updated” status that is available in your list of workflow actions.



**NOTE:** When a Hiring Proposal is moved to the status of Final Verbal Offer Details, the eLOI process is triggered at around 10:30 p.m. If the Hiring Proposal needs to be edited on the same day (prior to 10:30 p.m.) it was moved to Final Verbal Offer Details, you can make your edits and save.