

# CU Careers: Quick Reference

## Entering an Offer Matrix

Navigation Shortcut: Requisition > Candidate Name > Offer Tab

To enter an offer matrix:

1. Enter a candidate's profile and make sure the candidate is in the **Offer** step and **Offer to be made** status.
2. Enter start date, salary, pay basis, and annualized salary.
3. If you are using an offer letter in CU Careers, click **Create**.
4. Once complete, click **Save and Close**.

**Adams, Daniel TEST**

Result **0%**  
 ID 51575  
 Required 0 / 0  
 Assets 0 / 0  
 Step **1** Offer  
 Status Offer to be made

Other Submissions  
[Active \(12\)](#)  
[Inactive \(20\)](#)

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Language  
English

Creation Date  
Oct 29, 2015

Latest Submission Medium  
Matched to Job

Source  
Not Specified

Submission Type  
External

Job Posting Contact  
Ashley Eschler

Hiring Manager  
Susan Szpyrka

Candidate Facing Status  
In Progress

Job Submission
Attachments
Tasks
Offers
Referral

Save
Save and Close
Cancel

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Offer (New)

Top Section

Created on

Expiration Date

Status Draft

Approved

Extended

Contract Start Date

General Terms

\* Start Date (Required) Oct 29, 2015, 12:00 AM

Leave Unchecked

\* **2** Currency US Dollar (USD)

\* Salary (Pay Basis) 123,456.00

\* Pay Basis Not Specified

\* Annualized Salary 123,456.00

Bonuses

Relocation Amount

Relocation Package Not Specified

Recruitment Incentive

Details

Letter Used  **3**

1 CU Careers Quick Reference Guide | hcm\_cuc\_qrg-Offer-Matrix  
 Reviewed: February 29, 2016 | Prepared by: Employee Services