**Final Candidate Approval Process**

*Approving the final candidate for a position.*

Part A: Reviewing the Offer Card

1. Log into [www.gvsu.edu/hiring](http://www.gvsu.edu/hiring) using your GVSU Network account.
2. Click the menu button in the top right corner of the screen.
3. Click **Manage Offer Approvals** which is under the **Applicants** category.
4. Click **View** next to the applicant you are approving and the offer card will appear. *If you want to view the other applicants that have interviewed, please refer to Part B.*
5. Review the information on the job card and make changes, if necessary.
6. Review/Create the appointment letter.
	1. Review the appointment letter - it is found in the **offer documents** section.
	2. Create the appointment letter – refer the document Final Candidate and Offer Part C.
7. Approve/Decline the applicant.
	1. Approve: Click Approve at the bottom of the screen. This will automatically send an email to the next approver in the process.
	2. Decline: Click Decline at the bottom of the screen.
		1. Select a reason for this selection.
		2. Click Save.



Part B: Reviewing Applicants that Interviewed

1. Log into [www.gvsu.edu/hiring](http://www.gvsu.edu/hiring) using your GVSU Network account.
2. Click the menu button in the top right corner of the screen.
3. Click **Manage jobs** which is under the **Jobs** category.
4. Click the applications icon to view the applications which is located to the right of the job title.

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1. Sort the applicants by clicking on **Status** to see all of the applicants who have interviewed.



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1. Click applicant’s name to view their applicant card.