

## ONBOARDING Solution Quick Reference

### Re-Send Offer Letter

Let us suppose you need to re-send an Offer Letter to a candidate who accidentally deleted it from their e-mail queue. They contact you and ask that you send it again.

Log on to the ONBOARDING Environment. Navigate to the Actions Tab. <https://crm.ucsd.edu/hr>

Choose “View Existing Onboardings” from the menu of selections.

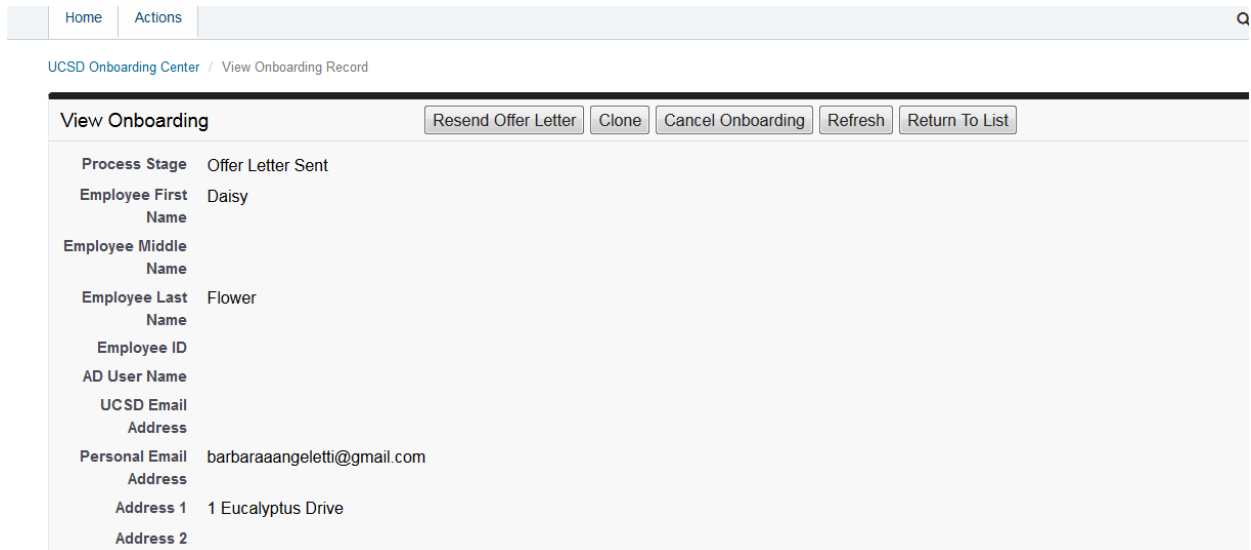
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other All

Onboarding Name	Hiring Supervisor Name	Department HR Rep Name	Working Title	Title Code/Payroll Title	Created Date	Process Stage
.O, Tosh	Kelly Aranaz	Kelly Aranaz		0747 - ACCOUNTANT PRN	3/30/2016	Completed
AAAAAAA, Test	afdf fadsf	Kelly Aranaz		0034 - SR VC RESTRICTED USE	6/13/2016	Record Created
Aaroon, Daeny	Jack Lance	Kelly Aranaz	Bus Analyst	0655 - BUS SYS ANL MGR 2	6/20/2016	Completed
Adams, Albert	Michael Yates	Michael Yates	Recruiter	7640 - EMPLOYMENT OFCR SR	2/25/2016	Offer Declined
Anderson, Abigail	Kelly Aranaz	Henry Deas	Manager	0010 - PROVOST EXEC VP ACAD AFFAIRS	6/13/2016	Campus Forms Sent
Appleseed, Johnny	Kelly Aranaz	Henry Deas		0100 - MGT PRG UNTTL	6/10/2016	Campus Forms Sent
Aranaz, Julie	Pearl Trinidad	Kelly Aranaz	Mr. Entertainment	6312 - PUBL EVENTS MGR SR	6/14/2016	Campus Forms Sent

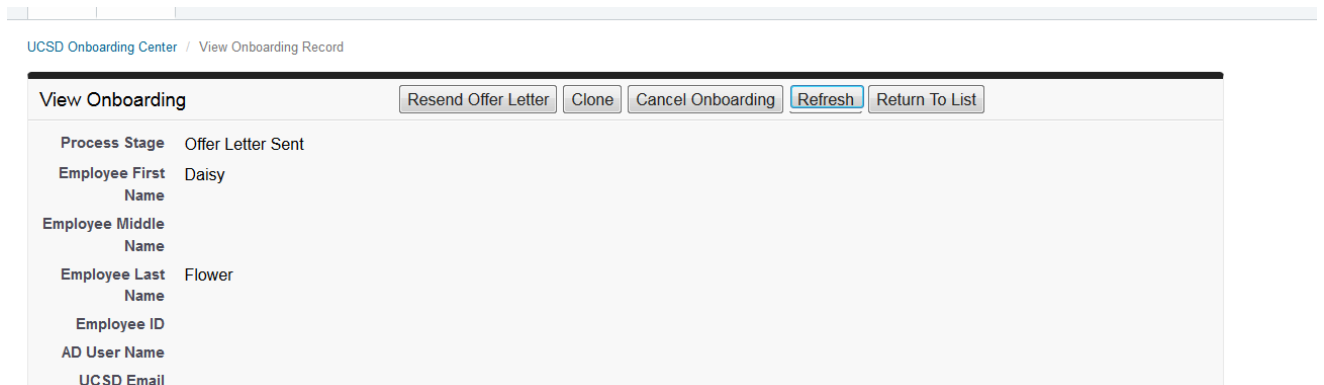
Using the alphabet search bar at the top, find the candidate record you need to re-send.

Onboarding Name	Hiring Supervisor Name	Department HR Rep Name	Working Title
fads, fdsf	fdasf fadsf	Martin Test	fadsf
Fell, Felli	Pearl Trinidad	Kelly Aranaz	Project Manager
Flower, Daisy	Pearl Trinidad	Barbara Angeletti	
Franz, Hanz	Kelly Aranaz	Kelly Aranaz	
Friday, Redo	K K	Kelly Aranaz	
Friday, T	K K	Kelly Aranaz	
Friday, Test	K K	Kelly Aranaz	
Frisco, Don	Pearl Trinidad	Barbara Angeletti	Technician

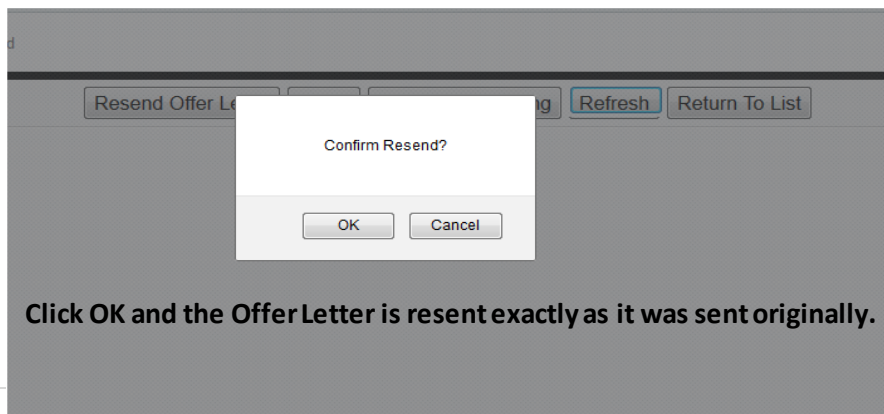
**This screen appears:**



**It tells you that the Offer Letter was sent. You see that you have the option of “Resend Offer Letter”. This option will resend the Offer Letter AS IS – with no changes incorporated into it. It resends the offer with all the original data.**



**Clicking Resend Offer Letter button results in the Confirm Resend option.**



**Click OK and the Offer Letter is resent exactly as it was sent originally.**