Congratulations! You've found the right candidate for your position.

Now, it's time to make an offer. The university allows three methods for making an offer to a potential candidates. This guide shows users how to create and extend an offer using eOffer, written offer or verbal offer. Please note: your candidate must be in the Offer step and the Offer to be made status for an offer to be generated.

**Step-by-step: Creating Offers**

**Groups audience:**
HCM Community

**Right Sidebar:**
HCM: Resources Key
HCM: Campus Documentation
HCM: Feedback
HCM: Document Library
HCM: Submit a Ticket

**Source URL:** https://www.cu.edu/hcm-community/extend-offers

**Links**
[1] https://www.cu.edu/hcm-community/extend-offers
[2] https://www.cu.edu/docs/sbs-creating-offers