Once a candidate has been selected, begin the process of ensuring all candidate data and personal information has been received.

Remember, each candidate status helps drive the offer process.

**Candidate Selected Status** is a notification that a finalist has been selected to begin moving through the offer process.

Prior to creating the candidate **Offer Details Form**, it will be helpful to utilize the **Confidential Data Form** to gather critical personal information from the finalist/candidate (if not already completed). This can be sent via your Email tool and the selection: **All Templates > EUV Send Confidential Data Form**.

Note: **Confidential Data Form** can be utilized to begin credentialing prior to completing the hire.

**Prepare Offer Details Form** is a status and, when selected, the **iform Center** appears. Select **Emory Offer Details Form** and then **Edit** to begin the process.
On the next three pages, edit any information necessary for the candidate and click **Next/Finish** when done.
4. The candidate profile will then appear. Select **Submit to Requisition**.

5. Select the requisition that you want the candidate to appear on. Then click **Submit**.