

Vendor: Accepting and Declining Offers

Overview

This guide provides vendors an overview of the Workday VNDLY program as implemented by the Oklahoma Office of Management and Enterprise Services (OMES).

This guide covers:

- Accepting or declining an offer in Workday VNDLY.

Process

Accepting an offer.

Step 1: When an offer is released, you will receive a notification. Select the notification to take you to the candidate's profile page.

Step 2: Review the offer details in the Offer Details section of the candidate's profile page.

Step 2a: This includes:

- Title.
- Start date.
- End date.
- Offered bill rate.
- Location of the job.

Step 3: To accept the offer, select the **Accept** button in the Application Details section of the candidate's profile.

Step 4: To decline the offer, select the **Decline** button in the Application Details section of the candidate's profile. Add relevant comments in the Decline Offer pop-up page and select **Submit**.