

## **Reporting Grapevine Job Offers**

Go to your GradLeaders Career Center dashboard.



## Select the Resume Profile Notes (0) Activity Job Offer Job Offer tab, then Add Offer under the Action Action section on Add Offer the right-hand side Change Offer Type of your screen Q View Feedback Scorecard

Select **Candidates** > **Candidate File** and click on any student name.

Y QuickStart Guide for Admins

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Follow the prompts to enter the offer, be sure to indicate "Yes" under Internship Offer > Grapevine Offer enter offer criteria and Save

<ul> <li>Employment Survey</li> </ul>	1
* Grapevine Offer:	● Yes ○ No
Grapevine Status:	Active
Grapevine Source:	Classmate or Hearsay 🔻



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