**Pro Hire Offer Release Work Flow**

-> Recruiter raise the offer letter

-> OAT Verify Offer letter (able to modify CTC fitment)

**OAT - Add PO Components**

**| - Sending PO Components to BH**

**BH - Can able to Add or modify PO Components with remarks**

**| - Resend to OAT | if nothing modified Direct send to Finance**

OAT - Make changes in PO Components based on the remarks

| - Send to Finance

**Finance - Verify PO & Upload Performa invoice**

**| - Send to OAT**

**OAT – Add PO Number or attachment**

**| - if (po number or attach added & Finance approved & BH approved) send to Recruiter**

**Recruiter – Offer Letter send to candidate**

**| - candidate accept or reject the Offer**

**Offer Accepted – Status updated to Ready for Pre onboarding**

**|**

**Offer Rejected – Position Reopen**