

EVOLVE
Applicant Tracking System

**Native eSignature for Offer Letters
User Manual**

Change Log

Date	Version	Author	Description of Changes
10/12/2022	V1.0	Michael Carrino	Initial Release <ul style="list-style-type: none">• Setting to expire request for electronic signature• Standardized email templates<ul style="list-style-type: none">○ Admins can edit templates• Candidate Signature Only• Ability to Void Offer Letter
02/06/2023	V2.0	Michael Carrino / Jess Poitras	Instructions for customers switching from DocuSign to Jobvite eSignature have been added

Table of Contents

<i>Change Log</i>	2
<i>Introduction</i>	4
Features	4
Benefits	4
<i>Prerequisites</i>	4
<i>Configuration Requirements</i>	5
Enable Offer Letter Generation	5
Configuring Email Template(s)	7
Uploading Offer Letter eSignature Templates	9
Configuring Multiple Offer Forms	13
<i>Recruiter Experience</i>	16
<i>Switch from DocuSign to Jobvite eSignature</i>	21
<i>Additional Help</i>	24
<i>FAQs</i>	24

Introduction

Evolve's Applicant Tracking System (ATS) Jobvite eSignature helps make Offer Generation easy and intuitive for recruiters and candidates, providing a seamless experience for all. Users will be able to email a link to the candidate that will direct them to their Jobseeker Portal. Once the candidate logs into the portal, they will be able to grant consent for eSignatures and view/sign their Offer Letter.

Features

- Administrators enable Jobvite eSignature for your organization
- Administrator global setting to expire electronic signature requests
- Updated Recruiter experience within the candidate's workflow tab
- Ability to void offer letter signature request, if needed, and add a reason or comment

Benefits

- Candidate's will receive only one letter to them regarding their Offer Letter.
- Reduce the time to request electronic signature
- Automatically receive signed offer letter within candidate profile
- Deliver a seamless and amazing candidate experience

Prerequisites

This section outlines the prerequisites that need to be completed before configuring the Jobvite eSignature feature within your Evolve ATS system.

Jobvite eSignature Requirements:

- Enable Offer Letter Generation
- Offer Letter Templates do not include Company Signer placeholder
- If DocuSign was previously used, must re-upload offer letter templates

Once the above prerequisites are completed, the client can proceed with configuring the Jobvite eSignature feature.

NOTE: The Jobvite eSignature feature is currently designed to only support Candidate Signatures. As new features are added, we will be sure to notify all Evolve customers.

Configuration Requirements

In order to begin using Jobvite eSignature as part of your Offer Generation process, your Evolve Administrator will need to perform the following configurations:

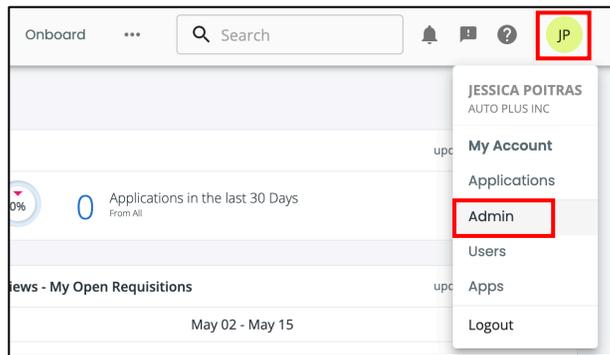
- Enable the Offer Letter Generation feature
- Update your organization's email templates

NOTE: Additional information on how to enable and configure your email templates is outlined below.

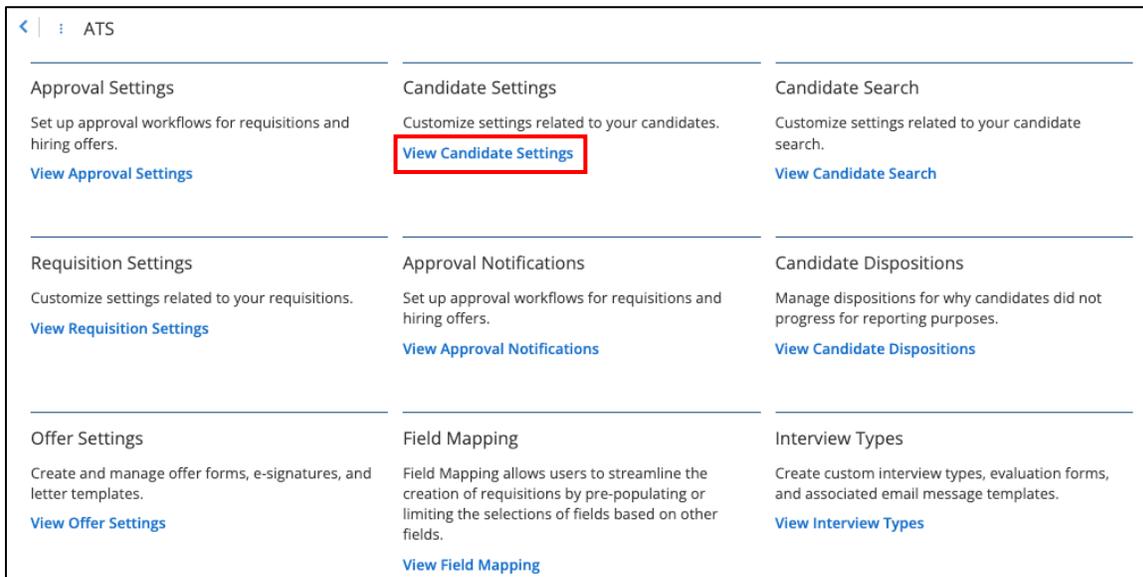
Enable Offer Letter Generation

The Evolve Administrator will need to enable the Offer Letter Generation by performing the following the steps below.

Navigate to your user menu, then select **Admin**.



Click **ATS**, then select **View Candidate Settings**.



Scroll down to the bottom of the screen and click **Edit**.

Show optional evaluation questions on mobile app

Show optional evaluation questions.

Enabled

Agency candidate submission policy

This setting controls the policy and time frame for accepting candidates submitted by agencies. The policy options below are only relevant to the agency based submission of a candidate. The options selected below do not affect how recruiters submit the candidates internally to requisitions or how the candidates apply for jobs.

Always allow agencies to submit a candidate to a requisition (as long as the candidate with the same email address does not already exist on that requisition)

Candidate Move operation: Enable candidate move operation across requisitions with different workflows

If enabled, recruiters have the option to reject a candidate from the originating requisition, and copy them to the destination requisition - in one single operation. Reject and copy is also the recommended way to move candidates.

Enabled

Require recruiters to provide a disposition when an offer is rejected by candidate

When this setting is enabled, the recruiters will have to provide a disposition when moving a candidate to offer rejected status. The recruiters will not be able to complete the action without choosing a disposition. Please ensure that you have defined at least one disposition value prior to enabling this setting. If there are no disposition values to choose from and this setting is enabled, the recruiters will not be able to move the candidates to offer rejected status.

Enabled

Edit

Scroll up to **Offer Letter Generation** section.

If it is disabled, select **Enable**.

The *Jobvite eSignature* section will display. Select **Enabled**.

Offer Letter Generation

Enabled Disabled

Jobvite eSignature

Enable this service to use Jobvite eSignature for candidate offer letters.

Enabled Disabled

Enter a number between **1 – 365** in the *Expire Candidate Offer after number of calendar days* field. This will expire a candidate's offer letter at 11:59 PM in the candidate's time after the selected number of days.

Jobvite eSignature

Enable this service to use Jobvite eSignature for candidate offer letters.

Enabled Disabled

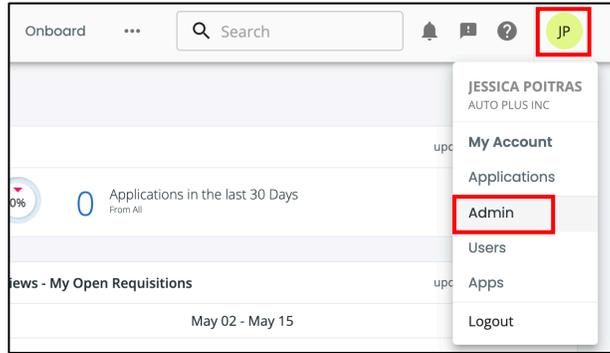
Expire Candidate Offer after number of calendar days: ?

Scroll back to the bottom of the screen and click **Save**.

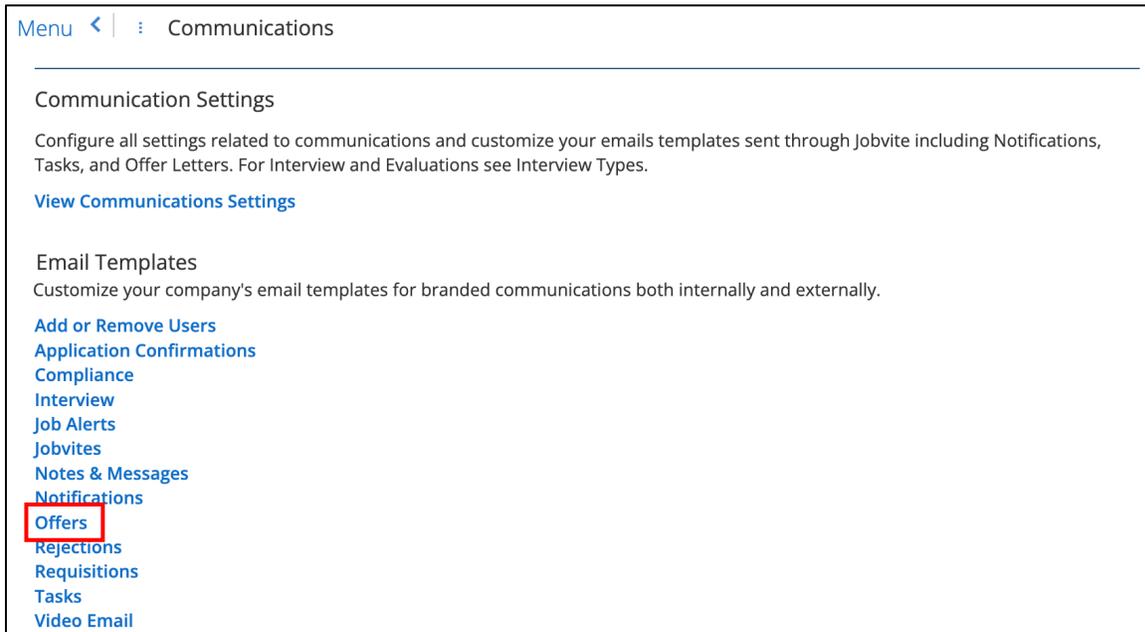
Configuring Email Template(s)

Follow the configuration steps below to update your Interviewer and Candidate Email Templates.

Navigate to your user menu, then select **Admin**.



Click **Communications**, then select **Offers**.



Click the **Offer letter – Jobvite eSignature** template.

▶ Offer letter – Jobvite eSignature (1) Message to candidate used to transmit offer letter via Jobvite's eSignature	Recruiter or Hiring Manager	Candidate
▶ Offer letter – Jobvite eSignature Completed (1) Message to Recruiter or Hiring Manager advising the offer letter was signed.	System	Recruiter or Hiring Manager
▶ Offer letter – Jobvite eSignature Voided (1) Message to candidate advising their offer letter was voided.	Recruiter or Hiring Manager	Candidate

Click **+** next to *Offer letter – Jobvite eSignature*.

Offer letter – Jobvite eSignature (1)
 Message to candidate used to transmit offer letter via Jobvite's eSignature

Recruiter or Hiring Manager Candidate

+ Offer letter – Jobvite eSignature

Edit Copy Default Delete

Add New Template

Click **Edit** next to the desired translation.

Offer letter – Jobvite eSignature (1)
 Message to candidate used to transmit offer letter via Jobvite's eSignature

Recruiter or Hiring Manager Candidate

Offer letter – Jobvite eSignature

Edit Copy Default Delete

Chinese (China) - 中文	工作邀請函 – Jobvite 電子簽名	Edit
Chinese (Hong Kong SAR China) - 中文	工作邀請函 – Jobvite 電子簽章	Edit
English (United Kingdom) - English	Job Offer letter – Jobvite eSignature	Edit
English (United States) - English	Offer letter – Jobvite eSignature	Edit
French (Canada) - français	Lettre d'offre – Signature électronique Jobvite	Edit

Update the **Subject** and **Message** sections with the desired verbiage and placeholders, as needed.

Offer letter – Jobvite eSignature

Add Template Fields

Available Template Fields
 Drag the field to the message body

- [candidate-first-name]
- [candidate-last-name]
- [company-name]
- [job-company-name]
- [job-title]
- [link]
- [requisition-id]
- [sender-email]
- [sender-first-name]
- [sender-last-name]
- [sender-phone]
- [sender-signature]

Template Editor Language Type: English (United States) Delete Translation

Template Name* Offer letter – Jobvite eSignature

Subject Offer Letter [job-company-name]

Message

Dear [candidate-first-name],

[job-company-name] is pleased to offer you a job as a [job-title].

Please click [link] to review and sign your offer letter by [signing-expire-date].

Best regards,

[sender-signature]

Preview Cancel Save

Click **Save**.

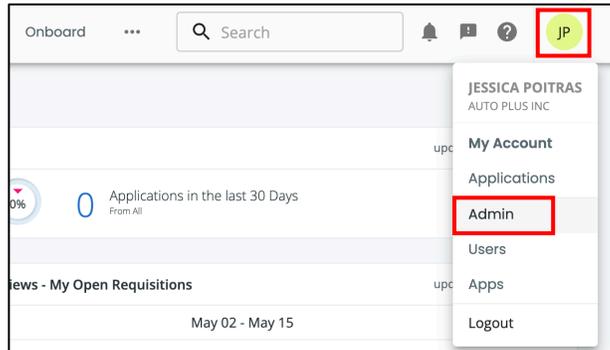
Repeat these steps to the following email templates:

- Offer letter – Jobvite eSignature Completed
- Offer letter – Jobvite eSignature Voided

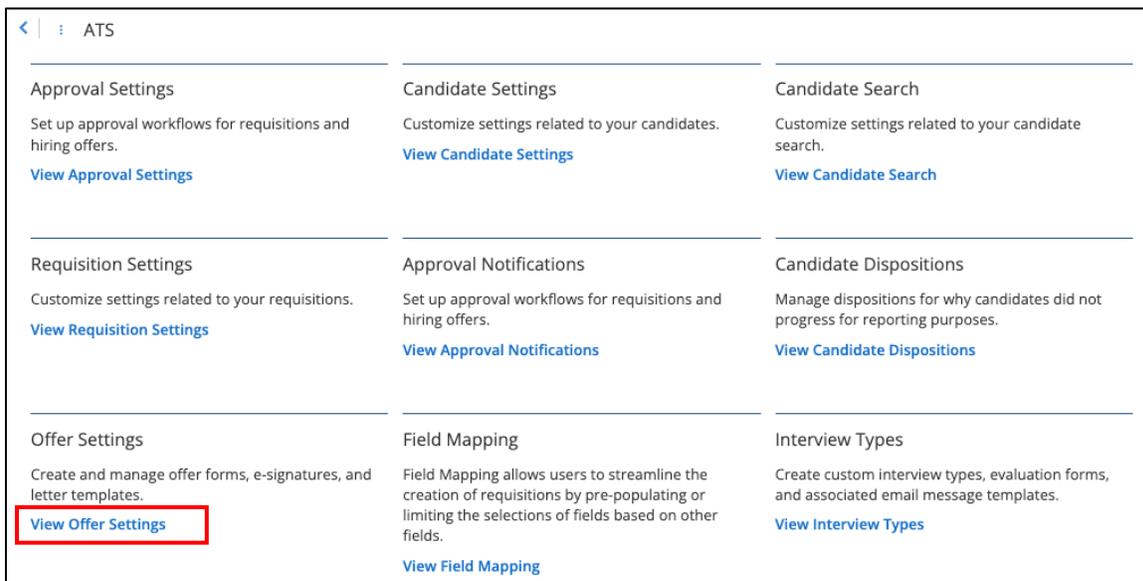
Uploading Offer Letter eSignature Templates

Follow the configuration steps below to upload your organizations' Offer Letter eSignature Templates.

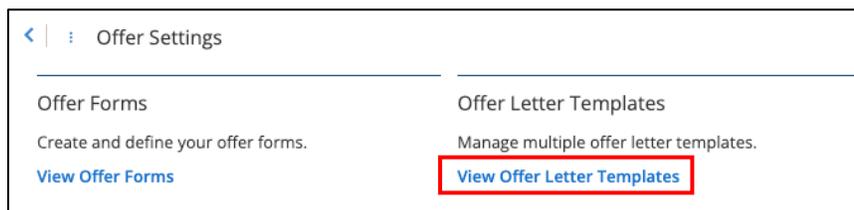
Navigate to your user menu, then select **Admin**.



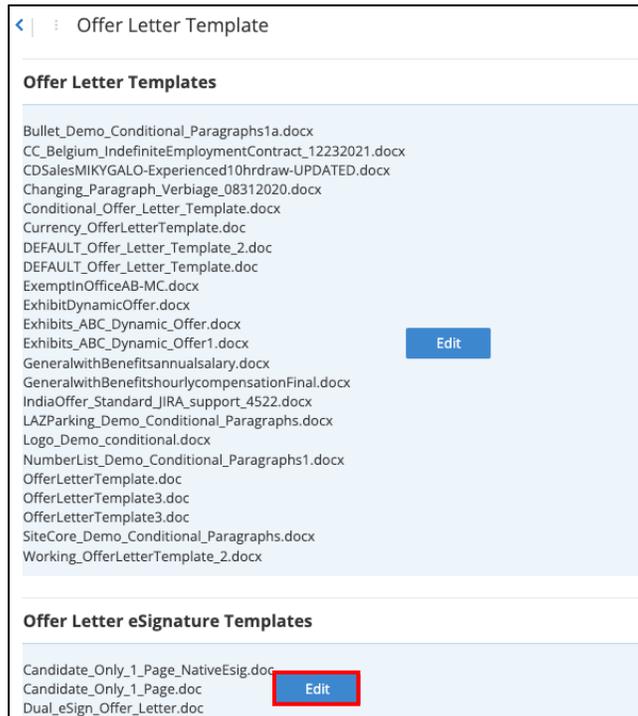
Click **ATS**, then select **View Offer Settings**.



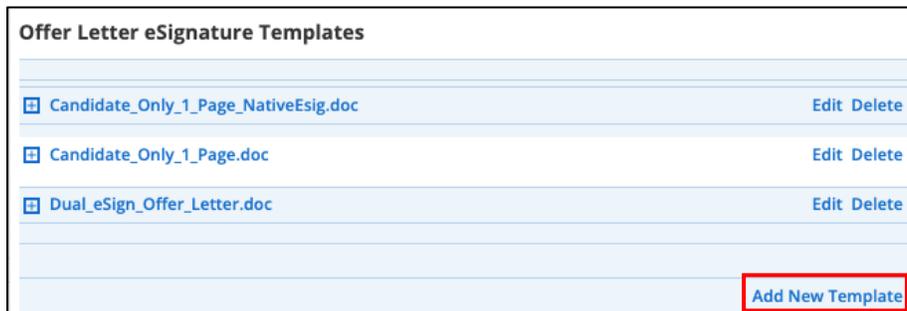
Click **View Offer Letter Templates**.



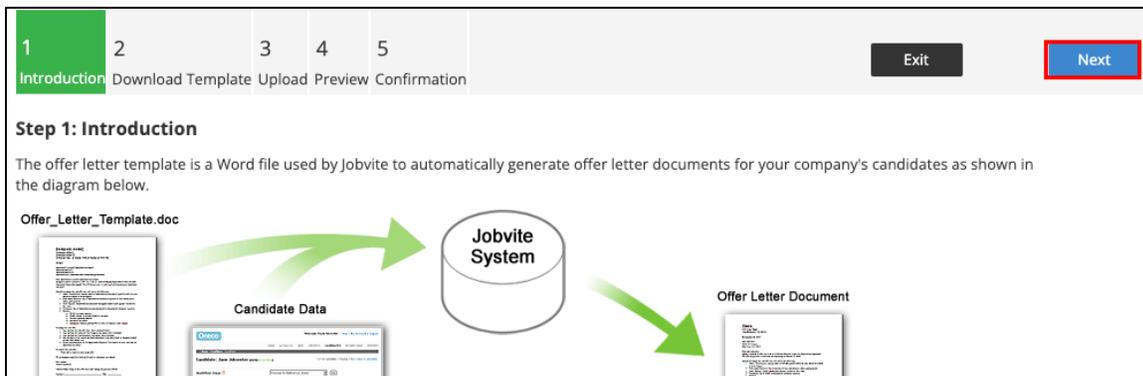
Within the *Offer Letter eSignature Templates* section, click **Edit**.



Click **Add New Template**.

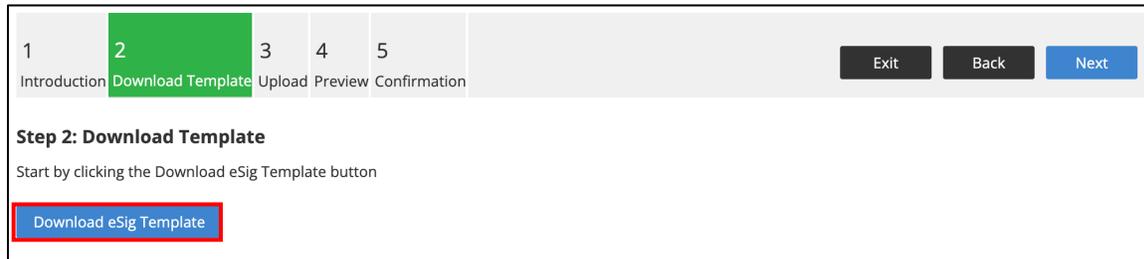


Click **Next**.

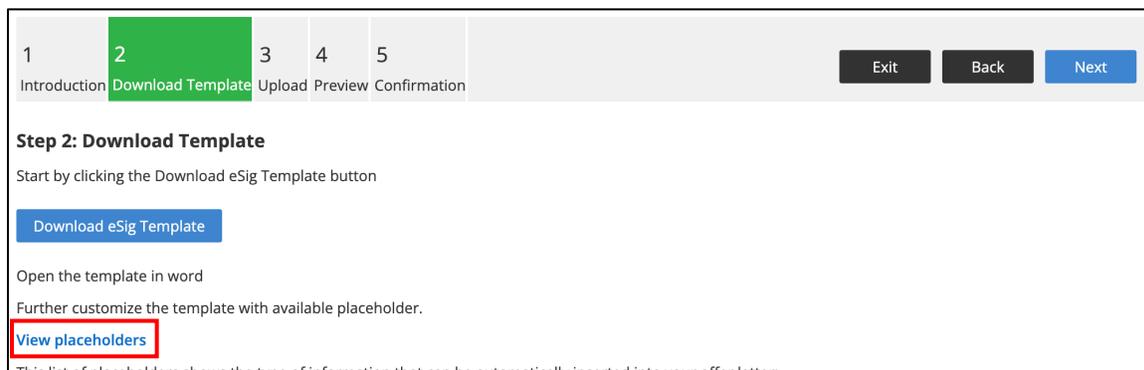


Within the *Download Template* tab, you can Download eSig Template and view available placeholders.

Click **Download eSig Template**, then open the template.



Click **View Placeholders**.



Click **eSignature**, then update your existing Offer Letter Template(s) to include the following eSignature Placeholders:

- [candidate-sign-1] -> Inserts the candidate's electronic signature into the completed offer letter.
- [candidate-sign-date-1] -> Inserts the date the candidate signed the offer letter.
- [candidate-sign-initials-1] -> Inserts the candidate's electronic initials into the completed offer letter.
- [candidate-sign-name-1] -> Inserts the typed form of the candidate's name

NOTE: Placeholders in the lists may be copied and pasted into your Offer Letter template document.

Placeholder List

Placeholders in the lists below may be copied and pasted into your offer letter template document to insert candidate and offer data into offer letters.
Select the placeholder from the list, right click and copy it. Switch to your offer letter document and paste the placeholder into your document.
Any allowed acceptance duration beyond that supported by the placeholders would not be automatically computed. It would have to be manually inserted after downloading the offer letter.

Placeholders

Fields

Date Expressions

eSignature

- [candidate-sign-1]
- [candidate-sign-date-1]
- [candidate-sign-initials-1]
- [candidate-sign-name-1]
- [company-sign-2]
- [company-sign-date-2]
- [company-sign-initials-2]
- [company-sign-name-2]

Click **Next**.

1 2 3 4 5
Introduction Download Template Upload Preview Confirmation

Exit Back Next

Step 2: Download Template

Start by clicking the Download eSig Template button

Download eSig Template

Within the *Upload* tab, click **Choose File**.

1 2 3 4 5
Introduction Download Template Upload Preview Confirmation

Exit Back Next

Step 3: Upload

Now that you have created and saved your offer letter template it's time to upload and preview your document. Please select the file by clicking on the button below.

Choose File No file chosen

eSignature enabled

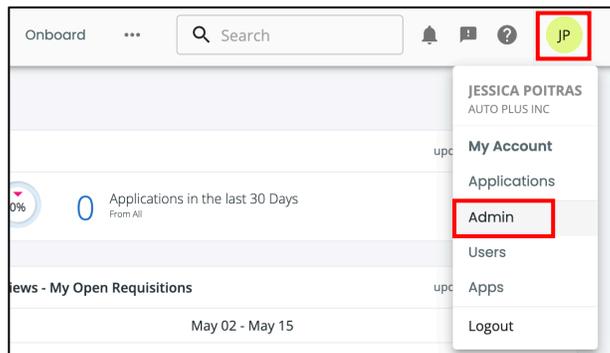
Click Next to upload your template document

Select the template and upload it. Make sure you preview the template before confirming and saving.

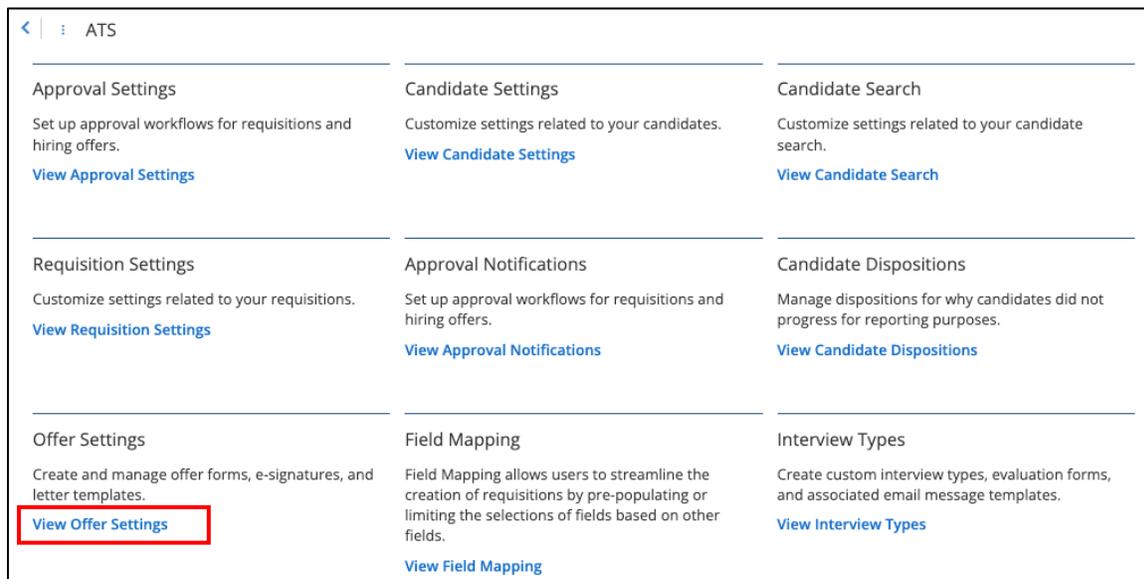
Configuring Multiple Offer Forms

If your organization is using Multiple Offer Forms, then the Evolve Administrator will need to associate Offer Letter Templates to the desired Offer by performing the following actions.

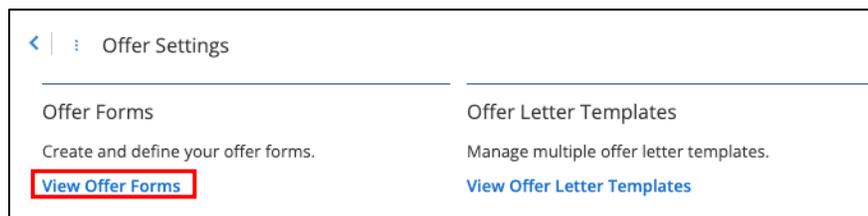
Navigate to your user menu, then select **Admin**.



Click **ATS**, then select **View Offer Settings**.



Click **View Offer Forms**



Select the desired Offer Form name.

Offer Forms

Create and manage offer forms for requisitions, Adding new custom fields, go to your custom fields or click [here](#)

[+ New Offer Form](#)

Filter By

Reset All

Search

Name

Status

Active

Name	Info	Status	Created On	Last Updated
Full-time	Info	Active	02/07/2022 Created by Michael Carrino	10/10/2022 Updated by Michael Carrino
Part-Time This is for all Part-Time Positions	Info	Active	10/18/2021 Created by Michael Carrino	10/10/2022 Updated by Michael Carrino
General (Default) Demo of Offers2.0 and conditional ...	Info	Active	10/18/2021 Created by Michael Carrino	09/28/2022 Updated by Michael Carrino

Click Offer Letter Templates

Edit Offer Form

Full-time

Click to add a description

Applied	Form Code	Created On	Last Update
Offer Letter Templates (1)	draft_demo	02/07/2022	10/10/2022

Offer Form

Conditions

Offer Form

Drag and drop fields and elements for the offer form.

Search

Form

Set as default | Active

Select the desired template(s)

Applied Offer Letter Templates

Select which offer letter templates to be used with the form. Manage or update offer letters, [click here](#).

Search for Offer Letter Template

1 - 23 of 23

Name	Preview	Apply
Bullet_Demo_Conditional_Paragraphs1a.docx	Preview	<input type="checkbox"/>
Bullet_Demo_Paragraph.docx	Preview	<input type="checkbox"/>
Bullet_OfferLetterTemplate.doc	Preview	<input type="checkbox"/>
Candidate_Only_1_Page.doc	Preview	<input type="checkbox"/>
CDSalesMIKYGALO-Experienced10hrdraw-UPDATED.docx	Preview	<input type="checkbox"/>
Changing_Paragraph_Verbiage_08312020.docx	Preview	<input type="checkbox"/>

Scroll down and click **Apply**.

Template Name	Preview	Selected
Conditional_Offer_Letter_Template.docx	Preview	<input type="checkbox"/>
Currency_OfferLetterTemplate.doc	Preview	<input type="checkbox"/>
DEFAULT_Offer_Letter_Template_2.doc	Preview	<input type="checkbox"/>
DEFAULT_Offer_Letter_Template.doc	Preview	<input type="checkbox"/>
Demo_Conditional_Paragraphs.docx	Preview	<input type="checkbox"/>
Dual_eSign_Offer_Letter.doc	Preview	<input type="checkbox"/>
ExhibitDynamicOffer.docx	Preview	<input type="checkbox"/>
Exhibits_ABC_Dynamic_Offer.docx	Preview	<input type="checkbox"/>
Exhibits_ABC_Dynamic_Offer1.docx	Preview	<input checked="" type="checkbox"/>
GeneralWithBenefitsannualsalary.docx	Preview	<input type="checkbox"/>
GeneralWithBenefitshourlycompensationFinal.docx	Preview	<input type="checkbox"/>
Logo_Demo_conditional.docx	Preview	<input type="checkbox"/>
NumberList_Demo_Conditional_Paragraphs1.docx	Preview	<input type="checkbox"/>
OfferLetterTemplate.doc	Preview	<input type="checkbox"/>
OfferLetterTemplate3.doc	Preview	<input type="checkbox"/>
OfferLetterTemplate3.doc	Preview	<input type="checkbox"/>
Working_OfferLetterTemplate_2.docx	Preview	<input type="checkbox"/>

1 - 23 of 23

Cancel Apply

Click **Save**.

Offer Form Conditions

Offer Form
Drag and drop fields and elements for the offer form.

Search
Search Available Fields

Form Elements

- Divider
- Heading
- Text

Available Candidate Fields

Available Requisition Fields

Don't see a field?
[Create a new custom field.](#)

Form Set as default Active

Candidate

Stock

First Name

Last Name

Drag additional fields or elements.
You can reorder existing fields by dragging and dropping them within the form.

Cancel Save

Recruiter Experience

This section outlines the Recruiter's experience when moving a candidate into Offer Generation and sending the Offer Letter to a candidate.

Navigate to your desired candidate.

Select the desired candidate.

The screenshot shows a search results page for applications. At the top, there is a search bar with 'Name' selected and a search button. Below the search bar, it says 'Showing 43 Applications'. There are filters for 'Application Status: New, Approved' and 'Hide Active Filters'. A table lists the following candidates:

Name	Info	Job Applied	Status	Last Activity	Data Consent Status	Source
Allison Caitlin		Implementation Manager (37)	Approved	10/10/2022	Requested	Recruiter: Michael Carrino
Derek Smith		TEST Active Candidates (24)	New	09/29/2022	Not Requested	Recruiter: Michael Carrino
Jessica Rogers		Implementation Manager (47)	New	09/26/2022	Consented	Job Board: LinkedIn

Use either option to advance the candidate into the Offer Generation workflow step.

- Workflow Step dropdown, select **Offer Generation**
- Action States button, select **Proceed to Offer Generation**

Select the desired Offer Letter Template.

The screenshot shows the profile page for Allison Caitlin. It includes details like 'Applied For: Implementation Manager (37)', 'Source: Recruiter', and 'Applied: 07/22/2021'. The 'Workflow Step' dropdown is set to 'Offer Generation'. Below this, there are buttons for 'Proceed to Offer Generation', 'Reject', and 'Proceed To Onboarding'. The 'Offer Letter Generation' section has a 'Select Offer Letter Template' dropdown menu with 'Candidate_Only_1_Page.doc' selected. A 'Generate' button is also present.

Click **Generate**.

< AC Allison Caitlin +

Applied For: Implementation Manager (37) x View Requisition

Source: Recruiter

Approved

Applied: 07/22/2021

Updated: 10/10/2022

Workflow Step: Proceed to Offer Generation | Reject | Proceed To Onboarding

Workflow Summary Application Evaluations 0 Feed Video 0 Notes 0 Messages 6 Tasks Activity

Offer Letter Generation

Select Offer Letter Template

Candidate_Only_1_Page.doc x Generate

Company Signer: Add Employee

To enable, designate a Company Signer field in the offer letter template

Cancel

Select the following as needed:

- Export – download the offer letter and make updates to offer letter
- Preview – to preview the letter prior to sending to the candidate
- Done – done with the generation process

< AC Allison Caitlin +

Applied For: Implementation Manager (37) x View Requisition

Source: Recruiter

Offer Generation

Applied: 07/22/2021

Updated: 10/10/2022

Workflow Step: Regenerate Offer letter | Send Offer letter | Reject

Workflow Summary Application Evaluations 0 Feed Video 0 Notes 0 Messages 6 Tasks Activity

Offer Letter Generation

Select Offer Letter Template

Candidate_Only_1_Page.doc x Generate

Company Signer: Add Employee

To enable, designate a Company Signer field in the offer letter template

Cancel Export Preview Done

Copyright 2022 Jobvite, Inc. All rights reserved Privacy Policy Terms of Use Support

Click **Send Offer To Candidate**.

Update the Send Offer Letter To Candidate screen as needed:

- Add user(s) to CC line
- Update Subject and/or Message
- Upload Attachments

Click **Send**.

You will be returned to the candidates' *Workflow* tab. The Offer Generation workflow step shows when the Offer Letter was sent to the candidate and the Offer Letter expiration Date.

The screenshot shows the candidate profile for Allison Hamilton. At the top, it indicates she applied for 'Sales (34)' and is a 'Recruiter' source. A progress bar shows the 'Offer Sent' step is complete. Below this, there are buttons for 'Offer Accepted', 'Offer Rejected', and 'Reject'. A navigation bar includes 'Workflow', 'Summary', 'Application', 'Evaluations (0)', 'Feed', 'Video (0)', 'Notes (0)', 'Messages (3)', 'Tasks', and 'Activity'. The 'Workflow' section is expanded to show the 'Offer Generation' step, which is highlighted with a red box. The text for this step reads: 'Offer Letter has been sent with Jobvite eSignature on October 11, 2022 10:54:46 AM' and 'Offer Letter expiration date: October 14, 2022 10:54:46 AM'.

Expand the Offer Generation options by clicking the + icon.

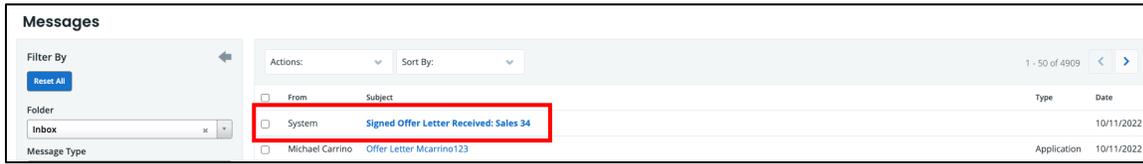
This screenshot is similar to the previous one, but the plus icon (+) next to the 'Offer Generation' step in the workflow list is highlighted with a red box, indicating it should be clicked to expand the options.

You will have access to the following actions:

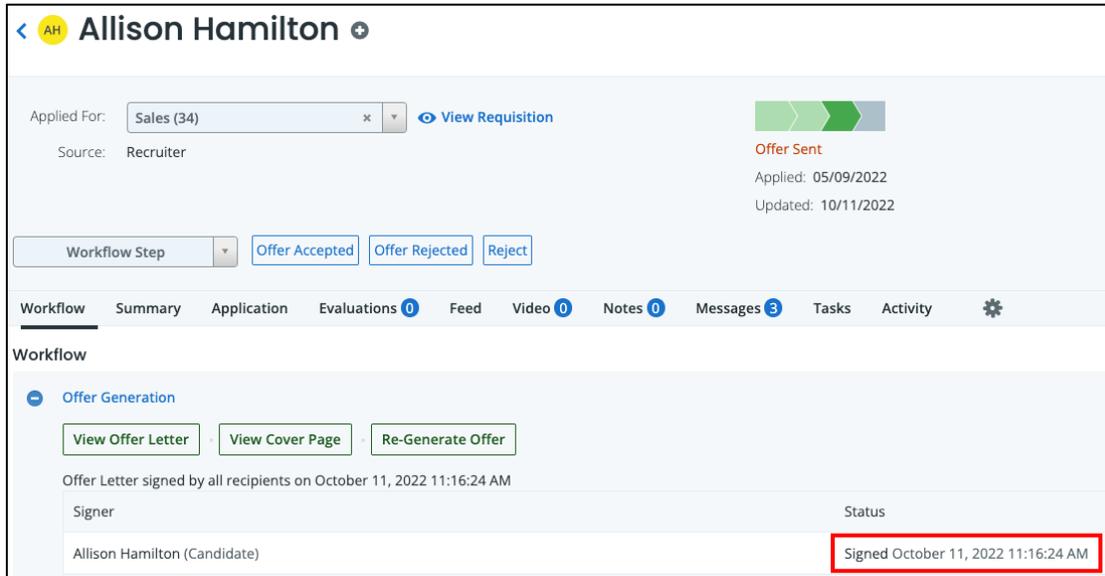
- **Resend To Candidate** – Resends the signature request email to the candidate. Also, if the Offer Letter Expiration has passed, clicking **Resend To Candidate** will extend the timeframe for the candidate to sign their offer letter.
- **Void Offer Letter** – Allows the user to void the candidate's offer letter. The user will be required to enter a reason.
- **View Offer Letter** – Allows the user to view the Offer Letter that was sent to the candidate.

This screenshot shows the 'Offer Generation' step expanded. Three action buttons are visible and highlighted with a red box: 'Resend To Candidate', 'Void Offer Letter', and 'View Offer Letter'. Below the buttons, the same offer letter details are shown: 'Offer Letter has been sent with Jobvite eSignature on October 11, 2022 10:54:46 AM' and 'Offer Letter expiration date: October 14, 2022 10:54:46 AM'. At the bottom, there is a table with a 'Signer' column and a 'Status' column.

Upon the candidate completing their electronic signature, the requestor will receive the *Offer letter – Jobvite eSignature Completed* notification.

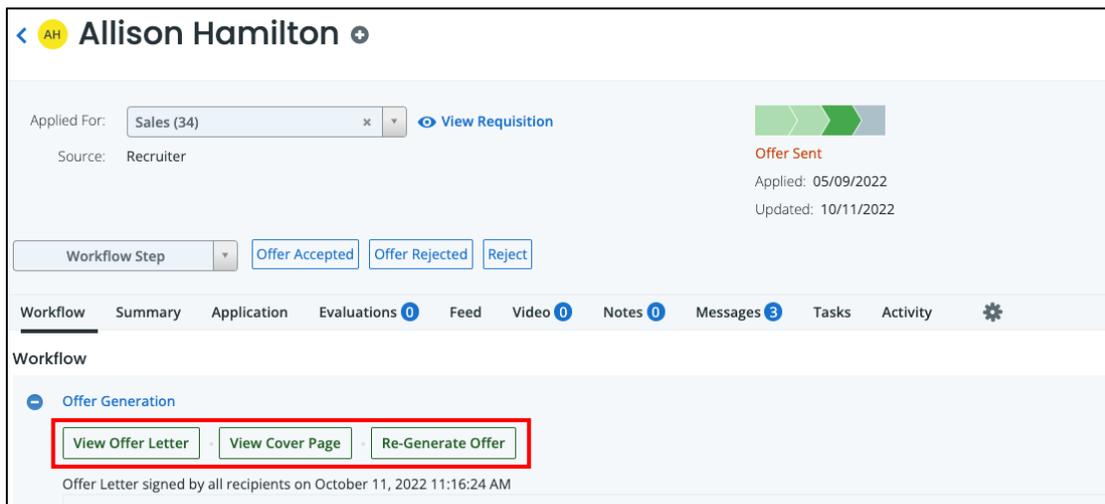


User will also see the status update within the candidate's Offer Generation workflow step.



Within the candidate's Offer Generation workflow state, you will have access to the following actions:

- **View Offer Letter** – View electronically signed offer letter
- **View Cover Page** – View Jobvite's certification of completion for the electronic signature
- **Re-Generate Offer** – Create a new Offer Letter

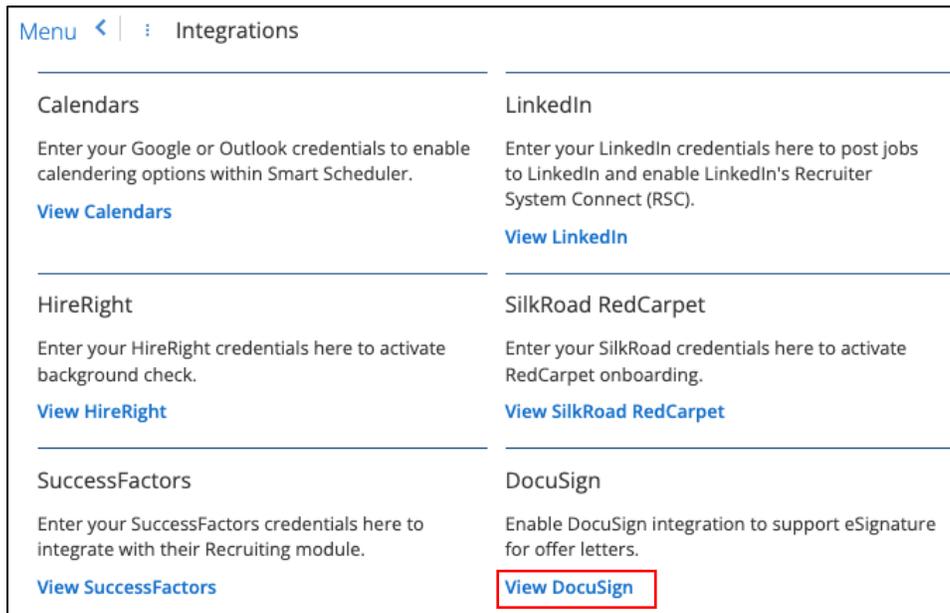


Switch from DocuSign to Jobvite eSignature

If your organization has previously used the Evolve ATS integration with DocuSign, you will need to follow the instructions below to switch from DocuSign to Jobvite eSignature:

Disconnect the DocuSign Integration by navigating to your **user menu**, then select **Admin**.

Click **Integrations**, then **View DocuSign**.



Click **Disconnect**.

Next, enable the Native eSignature feature by navigating to your **user menu** → **Admin** → **ATS** → **View Candidate Settings**.



Scroll to the bottom of the screen and click **Edit**.

Enable **Jobvite eSignature**.

NOTE: Offer Letter Generation must be Enabled in order to see the Jobvite eSignature section.

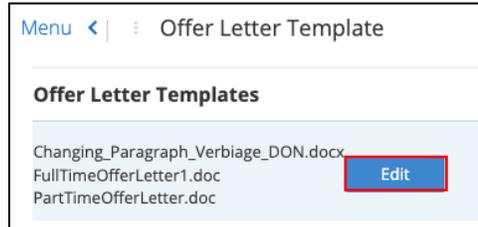
Enter the **Expire Candidate Offer after number of calendar days**.

NOTE: You must enter a number between 1-365.

Scroll to the bottom of the screen and click **Save**.

Now you are ready to download the existing Offer Letter Templates. Navigate to the **user menu** → **Admin** → **ATS** → **View Offer Settings** → **View Offer Letter Templates**.

Click **Edit**.



Select the name of the offer letter template.

The file will download to your computer. Save the file(s) locally with a different naming convention (i.e. FullTimeOfferLetterJV1).

Review the template(s) to ensure it DOES NOT include any of the Company Signer Placeholders.

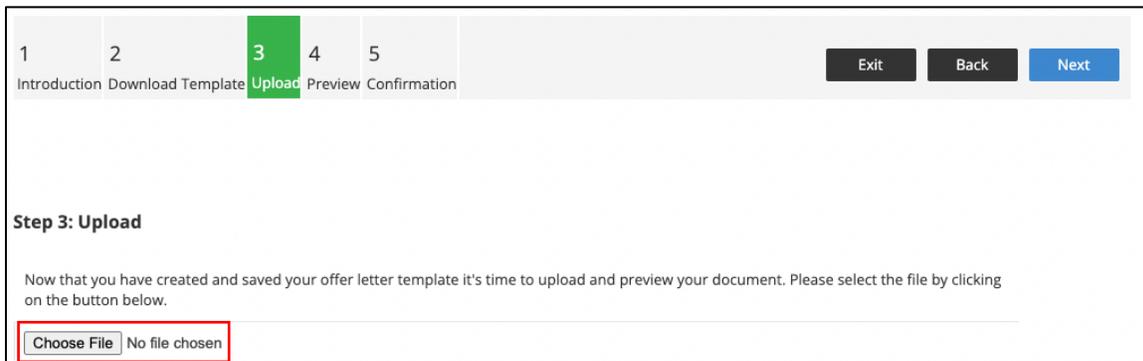
NOTE: Company Signer functionality is not support with Native eSignature.

Click **Add New Template** to upload the newly named template(s).



Click **Next** in the *Introduction* and *Download Template* tabs.

Click **Choose File** in the *Upload* tab.

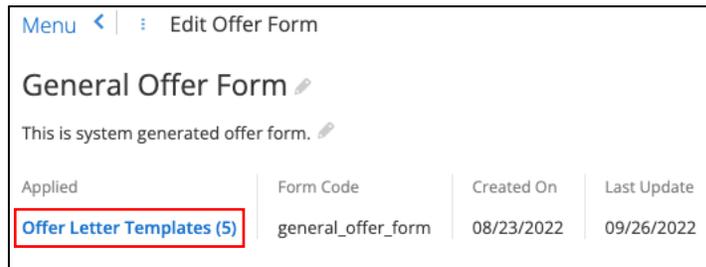


Select the template from your files, then click **Next**.

Preview the template and then confirm to complete the upload.

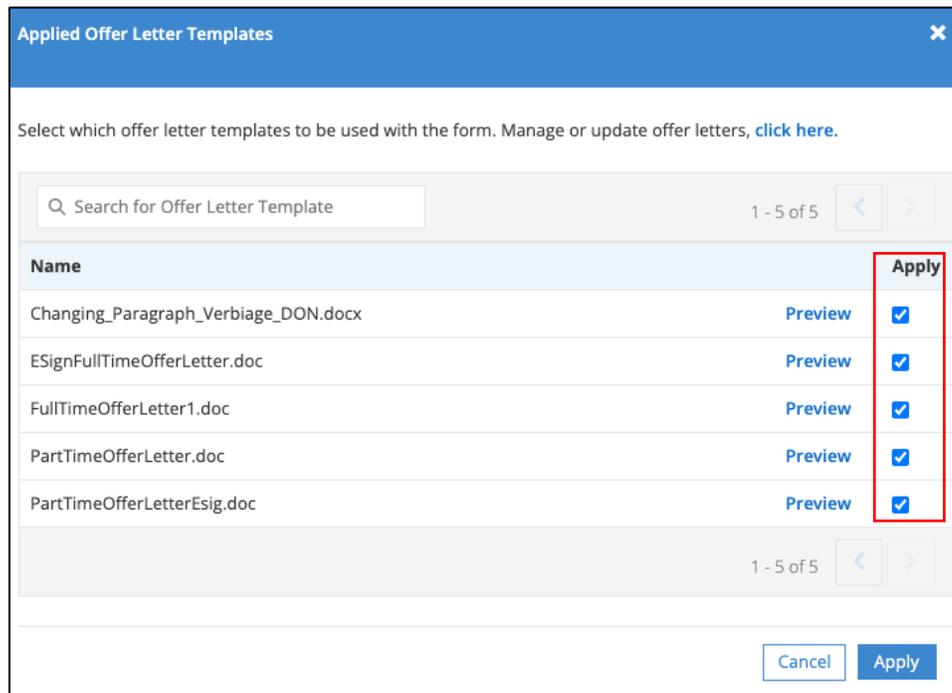
You are ready to update the Offer Forms. Navigate to your **user menu** → **Admin** → **ATS** → **View Offer Settings** → **View Offer Forms** → select the desired Offer Form.

Click **Offer Letter Templates**.



Applied	Form Code	Created On	Last Update
Offer Letter Templates (5)	general_offer_form	08/23/2022	09/26/2022

Select the newly named Offer Letter Template.



Applied Offer Letter Templates

Select which offer letter templates to be used with the form. Manage or update offer letters, [click here](#).

Search for Offer Letter Template 1 - 5 of 5

Name	Apply
Changing_Paragraph_Verbiage_DON.docx	<input checked="" type="checkbox"/>
ESignFullTimeOfferLetter.doc	<input checked="" type="checkbox"/>
FullTimeOfferLetter1.doc	<input checked="" type="checkbox"/>
PartTimeOfferLetter.doc	<input checked="" type="checkbox"/>
PartTimeOfferLetterEsig.doc	<input checked="" type="checkbox"/>

1 - 5 of 5

Cancel Apply

NOTE: It is recommended to deselect the old Offer Letter Templates.

Click **Apply**, then click **Save**.

Last, deleting the old DocuSign Offer Letter Templates is a best practice to keep the templates decluttered. This is an optional step. Navigate to your **user menu** → **Admin** → **ATS** → **View Offer Settings** → **View Offer Letter Templates** → **Edit** → click **Delete** next to the old Offer Letter Template.

Additional Help

If you need additional assistance with this feature, please reach out to Evolve ATS Support via one of the options listed in the Help Menu (question mark icon).

We would appreciate your feedback! To let us know what you think of this feature, please reach out to your CSM or write us a note at beta@jobvite.com with the subject: Jobvite Native eSignature for Offer Letters.

FAQs

Q. Why isn't the Jobvite eSignature section available within *Admin > ATS > View Candidate Settings*?

A. In order to see the Jobvite eSignature option, you must enable Offer Letter Generation.

Q. When enabling Jobvite eSignature, what is the "Expire Candidate Offer after number of calendar days" setting?

A. This setting controls when the candidate's request for electronic signature will expire. The expiration date will be calculated by the Date/Time when the Offer Letter is sent to the candidate plus the number of days enter by the Jobvite Admin.

Q. What is valid number for the "Expire Candidate Offer after number of calendar days" setting?

A. Your Jobvite Admin must enter a number between 1 – 365.

Q. As it relates to the "Expire Candidate Offer after number of calendar days" setting, can we change the number of calendar days to business days?

A. No.

Q. How will a recruiter know when a candidate's request for electronic signature is scheduled or has expired.

A. Within the candidate's Offer Generation workflow step, the user will see the *Offer Letter expiration Date* label. To the right of the label is the date in which the Offer will expire.

Q. What is the candidate's experience when their offer letter has expired?

A. When the candidate logs into the Jobseeker portal, the Offer Letter within the *Application Details* screen displays **Signature Request Expired** text.

Q. When a candidate's Offer Letter has expired, can a user grant an extension?

A. Yes. The user will need to navigate to the candidate's Offer Generation workflow step. Click, **Resend to Candidate**. This will extend the time to electronically sign by the number of days set within the *Expire Candidate Offer after number of calendar days* setting. Evolve does not prompt or store the users' video conference login credentials.