

## INSTRUCTIONS

1. Once the offer has been developed (it is recommended this be done in partnership with your HR Talent Acquisition Partner), complete the Offer Details section.
2. Secure School/Unit approval, if needed (see Approval Section for details).
3. Send the completed form to your Talent Acquisition Partner. Talent Acquisition Partner will secure HR approvals, as well as Position Approval Committee approval, if needed.
4. Verbal offer can be extended only after all necessary approvals have been secured.

## OFFER DETAILS

**Candidate of Choice Name:** \_\_\_\_\_ **Employee ID (if applicable):** \_\_\_\_\_

**Position Title:** \_\_\_\_\_ **School/Unit:** \_\_\_\_\_

**Position Number:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**eRecruit Job ID:** \_\_\_\_\_ **HR Dept ID:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Requested Offer Range (Annual):**  
(include range if you may negotiate) \$ \_\_\_\_\_ Include hourly rate for NEX roles: \$ \_\_\_\_\_/hour

Requested Annual Salary is in Quartile  1  2  3  4 of the pay range.

**Additional incentives that could be considered compensation:**  
(if applicable) \_\_\_\_\_

**Employees compared for equity:** \_\_\_\_\_

**myHR Approvers:** Reports To: \_\_\_\_\_ Expense Supv: \_\_\_\_\_ PEX: \_\_\_\_\_  
(Provide name AND Position number or EmplID) COI: \_\_\_\_\_ Leave Accrual: \_\_\_\_\_ Training: \_\_\_\_\_

**Hours:**  Full-time, hours: \_\_\_\_\_  Part-time, hours: \_\_\_\_\_

**Appointment Type:**  Regular Staff (indefinite)  Term Appointment, length - \_\_\_\_\_

**Check Address:** \_\_\_\_\_ **Union/ID Codes** (if applicable): \_\_\_\_\_ **ETES Workgroup Code** (if applicable): \_\_\_\_\_

## APPROVALS

**Offers at or below 102%** of the Target Annual Salary listed on the Position Request Form require approval by HR Talent Acquisition prior to a verbal offer being extended.

**School/Unit Requestor/ Approver** Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Talent Acquisition Approver** Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Offers exceeding 102%** of the Target Annual salary listed on the Position Request Form require additional justification and approvals. Explain reason for higher offer:

**Assoc Dean/Head of Administration** Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Position Approval Committee:** Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CONFIRMATION OF OFFER

(to be completed by HR AFTER a verbal offer is extended)

Offer extended by: \_\_\_\_\_  Accepted  Declined, reason: \_\_\_\_\_

Accepted Annual Amount: \$ \_\_\_\_\_ - Hourly rate (NEX): \$ \_\_\_\_\_/hour OR Monthly rate (EXS/ITS): \$ \_\_\_\_\_/month

Start Date: \_\_\_\_\_ End Date (if appl.): \_\_\_\_\_ Offer Acceptance Deadline: \_\_\_\_\_ (≤ 72 hours recommended)

Benefits Eligible:  Yes  No

Cc on Offer Letter: \_\_\_\_\_

Hire Type:  Promotion (w/in dept)  Promotion (new dept)  Lateral Transfer  New hire  Rehire  Reinstatement  
 Temp-to-Reg, last day worked as temp: \_\_\_\_\_  Outside Contractor, current netID: \_\_\_\_\_

References Complete:  Skill Survey  Traditional Assessments Completed : Yes  No

Background Check Package:  Basic  Basic Plus AND  FSM/NMHC

Background A-la-Carte Options:  Education  MVR  Credit  Prof. License  Intl Criminal  Other: \_\_\_\_\_

Additional Notes: \_\_\_\_\_