

INSTRUCTIONS

1. Once the offer has been developed 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.

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 EmpID) 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

Requestor Name: _____ Signature: _____ Date: _____

School/Unit Approver (if required) Name: _____ Signature: _____ Date: _____

TA Partner 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 Other:

Background Check Package: Basic Basic Plus AND FSM/NMHC

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

Additional Notes: