

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.

Requestor Name: _____ Signature: _____ Date: _____

HR 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 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: _____