

## 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:** (Provide name AND Position number or EmpID) Reports To: \_\_\_\_\_ Expense Supv: \_\_\_\_\_ PEX: \_\_\_\_\_  
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: