

### INSTRUCTIONS

- Once the offer has been developed in partnership with your HR Talent Acquisition Partner, complete the 'Offer Details' section.
- Secure School/Unit approval, if needed (see Approval Section for details).
- 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:

Notes and PDF email address: \_\_\_\_\_