

Requisition Number: \_\_\_\_\_

THIS FORM IS FOR DEPARTMENTAL USE ONLY – DO NOT SEND TO HRM

Today's Date: \_\_\_\_\_

**Instructions: Use this form to capture all information needed to start the Job Offer process for a position. When complete, send to your department's Key Contact for further processing and approval.**

### Section 1: References and Verifications

		Completion Date	Completed By
Have the candidate's degree(s) been verified?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____	_____
Have the candidate's last seven years of employment history been confirmed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Have at least two professional references been completed on the candidate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____

### Section 2: Job Details

Applicant Name: _____		Applicant ID (if known): _____
Position Number	Position Title	Department Name (write as it should appear on the offer letter)

### Section 3: Offer Letter Code Information

LEVEL OF POSITION	HOURS	ELIGIBILITY
<input type="checkbox"/> Faculty <input type="checkbox"/> Administrative Professional	<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	<input type="checkbox"/> Benefits <input type="checkbox"/> Non-Benefits

### Section 4: Offer Letter Directives

Appointment Type: <input type="checkbox"/> New Hire <input type="checkbox"/> Promotion <input type="checkbox"/> Reappointment <input type="checkbox"/> Rehire <input type="checkbox"/> Transfer		
Start Date	Hiring Manager Name	Person this Hire was Recommended By
I-9 Contact Name	I-9 Location (Mail drop)	
Who will handle questions on this Offer?	Return Offer Letter To?	Return Location (Mail drop)

### Section 5: Compensation Details

Select Offer Component (s)	Amount	Payment Frequency (Ex. Once, bi-weekly, or, semi-monthly.)	Account Code (include Object Code)	%	Funding End Date (for Grant Accounts)
<b>Administrative Professional Position</b>					
<input type="checkbox"/> BASE – Base Salary	_____	_____	_____	_____	_____
<input type="checkbox"/> BASE – Additional Account	_____	_____	_____	_____	_____
<input type="checkbox"/> BASE – Additional Account	_____	_____	_____	_____	_____
<input type="checkbox"/> BONUS – Signing Bonus	_____	_____	_____	_____	_____
** HRM Compensation Approval Required *** MUST attach Bonus Memo from HRM					
<b>Faculty Position</b> *NOTE: If hiring a tenure or tenure-track Assistant/ Associate/ Full Professor, you will also need to complete a Faculty Hiring Commitment Form.					
<input type="checkbox"/> BASE – Base Salary	_____	_____	_____	_____	_____
Enter the Total Number of Pays		_____			
<input type="checkbox"/> CREDIT – Per Credit Hr Base Salary	_____	_____	_____	_____	_____
<input type="checkbox"/> EVAL – Post Student Eval Payment ( <b>Law School Only</b> )	_____	_____	_____	_____	_____
<input type="checkbox"/> BONUS – Signing Bonus	_____	_____	_____	_____	_____
** HRM Compensation Approval Required *** MUST attach Bonus Memo from HRM					

### Section 6: Comments

Please attach a separate sheet to provide your Affirmative Action hiring rationale (for Administrative Professional positions grade 9 and above).
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