





2. Committee chair turns form into HR who completes Section 2. HR will set up an interview with Cabinet-level supervisor if it is a Full-time position. HR will gather rest of signatures (Cabinet-level supervisor when necessary, and Chief People Officer) typically through DocuSign.



**FACULTY/STAFF OFFER CHECKLIST**

This form must be completed with all appropriate signatures before making an offer

**Section 1: Committee Chair**

Position title:		
Department:	Track if applicable (Tenure/Professional):	
Name of new employee:		
Start and end date:	Number of months (or ongoing):	
New or replacement position:	If a replacement, name of previous employee:	
<input type="checkbox"/>	Appropriate reference checks made	Type of degree/journeyman or equivalent:
Account number:	Proposed salary offer:	Cell phone stipend:
Other conditions/Justifications of salary offer: *If applicable, granting years or more than grade level base towards salary offer must have prior approval by the Advancement & Tenure Committee before the offer is made.		
<input type="checkbox"/>	Return all papers pertaining to the search to the HR office (i.e. interview notes, rating sheets, resumes, etc.)	

**Section 2: Human Resources**

<input type="checkbox"/>	Candidate meets post requirements:	<input type="checkbox"/>	Salary is in approved range:
<input type="checkbox"/>	Job announcement and application attached		
<input type="checkbox"/>	Cabinet-level supervisor completed interview (Full-time Staff/Faculty only):		

_____	_____
Cabinet-level Supervisor	Date
_____	_____
Chief People Officer	Date

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Date

After the offer is accepted, the committee chair must notify unsuccessful candidates they interviewed.

- 3. Once Chief People Officer has signed off, the HR recruiting specialist will notify the committee chair that they may extend the offer to the candidate**
  
- 4. Committee chair lets HR recruiting specialist know if the candidate has accepted the offer and notifies unsuccessful interviewed candidates of the outcome.**

**Common questions:**

**What if the candidate counter offers on salary after the offer has been extended?**

Answer: The supervisor and cabinet member, or director, may not exceed the approved salary range from the position request. Should the requested salary be more than the approved amount, the committee chair must receive authorization by the cabinet member, budget and Chief People Officer. After the authorization, the person offering the job may finalize with the candidate.

**What if the candidate turns down the position?**

Answer: The person offering the position must resubmit the offer paperwork through the same steps before calling the next candidate.

**What if the committee chair doesn't know the actual start date?**

Answer: The start date can be negotiated and changed, but HR needs adequate time to start hiring paperwork and get the person on payroll, generally a minimum of 7 days. They also need to complete their I-9 paperwork within 3 days of their start date. Access to campus systems will not be granted without the employee completing the I-9 form.

**What happens after they have accepted?**

Answer: HR will begin processing paperwork. The new employee will be contacted and emailed the credentials to begin paperwork via Neogov. They will need to come in person to the HR office (Noyes Building 2nd Floor - Ephraim; Administration Building - Richfield) to complete their I-9 with documents within at least 3 days of their start date.