SNOW COLLEGE
HUMAN RESOURCES

FACULTY/STAFF OFFER CHECKLIST

IMPORTANT: DO NOT MAKE A SALARY OFFER UNTIL APPROPRIATE SIGNATURES ARE ON THIS FORM

Section 1

POSITION TITLE: (Rank/Discipline)	
DEPARTMENT:	*If applicable TRACK: (Tenure/Professional)
Name of new employee:	
Start and end date (or ongoing) of new appointment:	# Of months:
Is this a new position?	If a replacement, name of previous employee:

Section 2

☐	Appropriate reference checks have been made.
☐	Type of degree/Journeyman or equivalent:
☐	Attached job announcement and candidate resume

HR Verification

Does candidate meet post requirements? Y / N **HR Specialist:**
Salary in approved range? Y / N **HR Specialist:**

Section 3

☐	Account #:	☐	Cell phone stipend:
☐	Proposed salary offer:		
☐	Other conditions/justifications of the 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.		

Section 4

☐	Cabinet-level supervisor interview completed (Full-time Staff /Faculty only):

Cabinet-level supervisor Date

Committee Chair Date

Human Resources Director Date

☐	After offer has been made and accepted, the committee chair must notify unsuccessful candidates and return all papers pertaining to search into the HR office – e.g., screening sheets, rating sheets, applications, etc.
☐	Memo of Understanding at Time of Hire has been prepared and approved.