

# Job Offer

Hiring Manager complete:

Candidate Name: \_\_\_\_\_

Candidate Email Address: \_\_\_\_\_

Candidate Phone Number: \_\_\_\_\_

Position Number: \_\_\_\_\_

Position: \_\_\_\_\_

Minimum Salary (*found on job requisition*): \_\_\_\_\_

Salary to be offered: \_\_\_\_\_

Tentative Start Date: \_\_\_\_\_

If this position is Faculty, has the candidate's credentials been approved by the Office of the Provost? Y  N

Justification of salary above minimum & special considerations (such as years toward tenure):

Hiring Official: \_\_\_\_\_ Date: \_\_\_\_\_

***The following is only applicable to salary above the minimum range:***

***\*Faculty hires – Salary above the minimum faculty salary range must be approved by the respective Director/Dean, Provost and Executive Vice President for Finance and Operations prior to submission.\****

***\*Staff hires – Salary above the minimum staff salary range must be approved by the respective Director/Dean, AVP/VP and Executive Vice President for Finance and Operations prior to submission.\****

Director/Dean \_\_\_\_\_ Date: \_\_\_\_\_

Assistant VP/VP (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

Provost Approval: \_\_\_\_\_ Date \_\_\_\_\_

Executive VP Approval: \_\_\_\_\_ Date: \_\_\_\_\_

***\*Please note this form should be submitted to HR. HR will make the verbal job offer\****