

MGA Internal Selection Job Offer Form

Hiring Manager to complete:

Candidate Name: _____

Candidate Email Address: _____

Candidate Phone Number: _____

Position Number: _____

Job Id: _____

Position title: _____

Tentative Start Date: _____

Hiring Official Signature: _____ Date: _____

Current Manager Signature: _____ Date: _____

Current VP Signature: _____ Date: _____

****Date of meeting between Receiving Manager/Supervisor and Current Manager/Supervisor:*** _____

Comments: _____

Salary (to be added after meeting between supervisors): _____

Director/Dean/Manager: _____ Date: _____

Assistant VP/VP: _____ Date: _____

Provost Approval: _____ Date: _____

VP/CBO Approval: _____ Date: _____

President Approval: _____ Date: _____

****HR will not make a job offer until the current manager and receive have meet to discuss transition of selected candidate.***

****Please note this form should be submitted along with search documentation to HR. HR will make the verbal job offer.***

****Please note the meeting between the current and receiving manager cannot be an email.***