Job Offer

Hiring Manager complete:

Candidate Name:			
Candidate Email Addres	:s:		
Candidate Phone Numb	er:		
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	s credentials been approved by the O	ffice of the Provost? $Y \square N$
Justification of salary ab	ove minimum & spec	cial considerations (such as years tow	vard tenure):
Hiring Official:		Date:	
-			
The following is only	applicable to sala	ary above the minimum range:	
Director/Dean, Provost an		culty salary range must be approved b sident for Finance and Operations pri	
Staff hires – Salary above	nd Executive Vice Prese the minimum staff s	ulty salary range must be approved b	or to submission. respective Director/Dean,
Staff hires – Salary above AVP/VP and Executive Vic	nd Executive Vice Pre e the minimum staff s ce President for Finar	culty salary range must be approved b esident for Finance and Operations pri- salary range must be approved by the nce and Operations prior to submissio	or to submission. respective Director/Dean, on. *
Staff hires – Salary above AVP/VP and Executive Vid	nd Executive Vice Pre e the minimum staff s ce President for Finar	culty salary range must be approved by esident for Finance and Operations prices alary range must be approved by the nce and Operations prior to submission Date:	or to submission. respective Director/Dean, on. *
Staff hires – Salary above AVP/VP and Executive Vic Director/Dean Assistant VP/VP (if applic	nd Executive Vice Pre- e the minimum staff s ce President for Finar cable)	culty salary range must be approved b soldent for Finance and Operations pri- salary range must be approved by the nce and Operations prior to submission Date: Date:	or to submission. respective Director/Dean, on. *
Staff hires – Salary above AVP/VP and Executive Vic	nd Executive Vice Pre- e the minimum staff s ce President for Finar cable)	culty salary range must be approved be soldent for Finance and Operations prices alary range must be approved by the nce and Operations prior to submission Date:	or to submission. respective Director/Dean, on. *

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