

# Staff Job Offer

*Hiring Manager to complete:*

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

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

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

Position Number/Job Id: \_\_\_\_\_

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

Minimum Salary: \_\_\_\_\_

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

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

Justification of salary above minimum & special considerations:

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

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

***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/Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant VP/VP: \_\_\_\_\_ Date: \_\_\_\_\_

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

VP/CBO Approval: \_\_\_\_\_ Date: \_\_\_\_\_

President Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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