

## ***Request to Make an Offer (Classified Position)***

Candidate:		
Search Number	Classification Title	Department

Reference checks conducted on finalist?	
If yes, indicate how many contacted:	
If no, indicate the reason:	
Does this position require criminal or credit background check? <i>If yes, any offer made is conditional until background check is cleared.</i>	

**Please review “Reference Checks” section of Guidelines for Recruitment & Selection at <http://hr.uoregon.edu/recruit/guidelines.html#reference>**

Is selected candidate a current UO employee? If so, indicate whether Temporary, Classified, or Other:	
Is selected candidate a current OUS employee? If so, indicate institution.	
Has candidate been a regular employee of OUS within the past two years? If so indicate institution.	

Requested salary offer: Salary Range	Step	Rate

**For new hires to OUS system, any starting salary above first step must be approved in advance of offering salary to candidate, by Employment Manager or Classification & Compensation Manager. Memo outlining rationale for hiring above first step is required.**

**Factors to consider in setting starting salary for new hire:**

- **Size and quality of applicant pool**
- **Current salary of applicant**
- **Education and/or experience of candidate above the minimum requirements**
- **Internal equity (comparing rates and experience of current employees in the same or similar classification)**
- **Turnover history of this position**

Department Head	Date
HR Approval	Date

Please complete and return this form to Human Resources, 463 Oregon Hall,  
University of Oregon, Eugene OR 97403-5210 or FAX to: (541) 346-2548.