

## Common offer issues that slow or stop an offer's review or release

	Issue	Impact	How you can help
Position Numbers (B#)	No B# available when entering an offer	HR Operations cannot complete an offer review without a B#. Offer review stops.	Make sure that you have an open B# to hire someone into before entering an offer card.
	B# has an incumbent and there is no termination paperwork on file for incumbent	We need to confirm the incumbent is leaving or use a different B# if they are not. Offer pauses while we confirm.	File termination paperwork (even if the end date is in the future and you plan overlap) before entering an offer card. Ensure you are using the right PD when launching requisitions.
	B# being used does not match the position being hired	Offer review stops until we can determine what the issue is and how to fix it.	Before entering an offer card, look up the B# and make sure that it is assigned to the PD that you intended (or for pro tem instructors that it is set up correctly).
Offer Card	No offer card	Cannot complete offer review, and UHR has to keep checking to see when an offer card is entered.	Enter an offer card at the same time as moving candidates forward to contingent offer accepted whenever possible.
	Incorrect offer card used	When an offer for a position that should have an end date is entered on an offer card without an end date (or vice versa), Talent has to delete the offer and ask you to start over.	If you are hiring a position with an end date (pro tem, visiting, post doc, post bacc, interim OA, limited duration classified) make sure you indicate that the position has an end date before entering the rest of the offer information.
	PD and offer card mismatches:  -Salary/hourly -Post doc NIH scale -FTE	Operations has to stop offer review to verify which (offer card or PD) is correct and then fix the wrong one.	When entering an offer card, pull up the PD and verify that the PD and offer match. If the PD is incorrect contact <a href="mailto:talent@uoregon.edu">talent@uoregon.edu</a> .
	No supervisor (or supervisor does not have an active position)	Offer can't be finalized without a supervisor entered on the offer card.	When entering an offer card, make sure to enter a supervisor. That supervisor must be an active employee.
	Missing location or incomplete location	Offer can't be finalized if we don't have location information. This can cause quite a delay if a new location needs to be set up.	Make sure to enter a location and include the city and state if you need a new location set up.

Salary	<i>Officers of Administration</i>	Offer review stops until Talent obtains verification the salary offered has been approved by Classification and Compensation team (CLCO)	Seek approval from CLCO and attach it to the offer card.
	<i>Classified</i>	Offer review pauses until Talent is able to discuss the issue with the unit.	Submit a request to offer prior to making an offer or entering an offer card. Make sure the step and salary on the offer card match the approved step/salary.
	<i>Faculty</i>	Offer cannot be released until a PAF is uploaded.	Upload the PAF at the same time as entering the offer card and make sure the information on the PAF matches what you enter on the offer card.
	Offer outside of the approved range with no documentation of review/UHR approval		
	Step/wage doesn't match what was previously approved OR you didn't seek required offer approval		
	Faculty pay action form (PAF) is missing or does not match what is listed on the offer card		

Minimum Qualification	Finalist does not meet, or it is unclear how they meet, the posted minimum qualifications	Offer review pauses while Talent consults with the unit to document whether and how the finalist meets the minimum qualifications of the position. If the finalist does not actually meet the MQs, offer cannot proceed.	Include a statement from the committee on the offer card documenting how a candidate meets the MQs if it is unclear or difficult to determine from application materials. Be sure to verify that everyone in the pool that was similarly situated received equivalent consideration.
Degree verification	Finalist does not yet have the degree required for the position	Offer is paused until Talent can confirm the degree.	<p>When possible and appropriate include an equivalency statement for degrees as a best practice.</p> <p>When hiring a recent graduate, consider a later start date. Universities often take up to month after graduation to confer degrees.</p> <p>In some situations, we can accept alternative verification of a degree (outside our standard systems). Please work with your recruitment consultant if anticipate this issue.</p>
Veteran's Preference	Veterans are not dispositioned in MyTrack	<p>Offer review is paused until we can verify that veteran's preference was applied appropriately.</p> <p>If preference wasn't applied appropriately, you run the risk of having your search cancelled.</p>	Before entering an offer, make sure veteran's preference was applied appropriately and candidate statuses are updated in MyTrack to reflect this.
	Veterans are dispositioned incorrectly	Offer is paused while Talent seeks more information and documentation.	<p>Be sure any veteran that meets MQs was interviewed.</p> <p>Never disposition a veteran as reviewed, did not progress with the reason of "meets minimum qualifications, but did not place high enough to advance."</p> <p>If the search committee says that a veteran does not meet MQs, please verify that before proceeding with interviews.</p>

Other Issues	Offer approval was launched on the offer card but is not complete	Offer release stops until your offer is approved.	<p>UHR does not require offer approval on offer cards, but if units opt to use it we will not release until approved.</p> <p>If your unit has decided to use the offer approval process, please remind the approver to check their queue regularly.</p> <p>If your unit does not use the approval process, please do not send your offer card for approval.</p>
	Missing contingent offer letter	Offer is paused while we wait for contingent offer to be attached to the offer card.	Attach a contingent offer letter to every offer card. This can be an email exchange with the candidate verifying the specifics of the offer. This is particularly important for offers that include any additional aspects (like moving expenses, remote working agreements, etc). that will not be captured in the formal offer.
	Instructional faculty without the expected degree	Offer review pauses while Talent asks unit to provide documentation from Office of the Provost (OtP) approving that hire's educational credentials.	Instructors generally require masters degrees. Lecturers generally require terminal degrees. When someone is hired without the expected degree, OtP needs to approve. If you've advertised for this possibility (typical in professional schools), please attach an email from OtP approving of the hire.
	Use of the Professor of Practice rank	Offer review pauses while Talent asks unit to provide documentation from Office of the Provost (OtP) approving use of rank	The professor of practice rank is intended for those whose professional experience and achievement is equivalent to a tenured professor. OtP reviews CVs and approves the use of the rank for individual hires. Please attach the approval to the offer card.