

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,
5210 University of Oregon, Eugene OR 97403-5210 or FAX to: (541) 346-2548.