

OFFERS OF EMPLOYMENT

All official offers of employment are made by University Human Resources. With prior approval, administrative heads may extend an offer to a direct report. No offers should be made without University Human Resources prior approval.

When you have completed the Selection Criteria Grading Form, email your Employment Services Office contact with the following information:

- Name of the selected candidate
- Proposed salary to offer
- Proposed start date

The Employment Services Office will make the official offer of employment and notify you when the position is filled. The ESO will then arrange for the new hire to complete the employment forms and begin the on boarding process.