

Oakland University
Guidelines for Offers of Employment
By Vice Presidents or Administrative Heads

Vice Presidents and Administrative Heads, if they choose to do so, may make offers of employment on positions that report directly to them.

Selected Candidate _____ Position _____

Available Salary Range/Budget _____ Salary Offered _____

Date Position Offered _____ Date Accepted _____ Start Date _____

Prior to Offer

_____ Complete the Applicant Selection Criteria Grading within the TEAMS site. Each candidate interviewed should be rated.

_____ Secure at least one reference check from the top candidate's previous supervisor.

_____ Notify UHR of intent to offer. Include proposed salary. If deemed appropriate, the salary may be up to \$2,500 higher than the previous incumbent. Salary must be within the approved budget. If higher, the department must identify the source of funding for higher salary. This must be approved by the Budget Office before proceeding with an offer.

_____ When UHR is notified of intent to offer, they will initiate a background check including any or all of the following: criminal background history report, driving record, or credit history check. An offer may not be made until all background searches have been completed and approved.

_____ UHR will inform department of approval to offer.

Offer Checklist

_____ State purpose of call as an official offer for the position of (state position).

_____ State salary as monthly amount as previously agreed upon and approved by Budget Office and UHR. NOTE: If start date is after the first working day in January, employee will not be eligible for an increase until July 1st of the following year.

_____ Describe the Performance Management Plan and the annual evaluation process including the one-year probation. Or, explain that position is at-will.

_____ Summarize the benefits available. Employee Benefit Summaries are available on the UHR web site. Benefits are effective on the first of the month following 30 days of employment.

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_____ Refer candidate to OU's website for additional information such as vacation, sick and personal time. Employee manuals are available on the UHR web site. Candidates may also contact a UHR representative at (248) 370-3480 for additional information.

_____ If the candidate's decision is not immediately known, agree upon a timeframe for acceptance.

_____ Once the candidate accepts the offer of employment let them know that they will receive an official letter of offer from UHR. They will also receive a phone call from UHR to discuss specific information on the new hire process. In addition, they will be scheduled for a meeting to complete the hiring documents.

_____ Inform UHR of the final details.

Policies Related to the Hiring Process

Policy 257 – Moving Expenses

Policy 725 – Filling of Vacancies (excluding academic)

Additional information regarding the hiring process may be found in the Manager's Toolkit – Getting Started section on the UHR web site.