

**VERBAL JOB OFFER CHECKLIST**  
**(Academic & Administrative Faculty)**

*The hiring authority is the only authorized person to make a verbal job offer.*

**Sample Script: We are excited to formally extend you an offer of employment to join UNLV. I will highlight the details of this offer and some of the many benefits we hope you find meaningful in making a decision in becoming a Rebel!**

**Details of offer:**

- |               |                           |
|---------------|---------------------------|
| € Title:      | € Supervisor:             |
| € Salary:     | € Hours of work/schedule: |
| € Start date: | € Work location:          |
| € Department: |                           |

**Pay**

Employees are paid monthly on the 1st of each month.

**Benefits**

- € [Retirement Plan](#)
  - Employees contribute 17.50% of their gross salary to the 401(a) mandatory defined contribution plan. The university contributes an additional 17.50%. This match is significant compared to other employers.
  - No contributions into social security.
- € [3 medical health plans](#) (high and low deductible PPO and HMO)
  - Prescription, Vision, Dental and Basic Life Insurance included
  - Benefits start on the 1<sup>st</sup> of the month.
    - Example, if start date is October 1, benefits begin on the October 1
    - If the start date is after October 1, benefits begin on November 1.
- € [Voluntary Benefits](#)
  - Health, income and personal protection
- € [Wellness Resources](#) (employee assistance, physical exercise classes)
- € Generous annual and sick leave
  - Full-time employees (pro-rated for part-time employees):

- Accrue 2 days of annual leave at the end of each month, up to 48 days per fiscal year
  - Thirty (30) days of sick leave are available immediately upon hire. After one year of employment accrual will consist of 2 days of sick leave at the end of each month, up to 96 days per fiscal year.
- € Fixed Initial Expense (Moving expense reimbursement)
- [Review guidelines and policy](#), requires prior approval before offering to the finalist.
- € Refer finalist to the benefits page for full list of benefits and further details  
<https://www.unlv.edu/hr/benefits>

### **Educational and Social Enrichment**

- € [Professional Development Opportunities](#) (Management Training Academy (MTA))
- € [Tuition assistance and educational discount programs](#)
- € [UNLV named most diverse campus in four way tie](#)
- € Share some of the many [affinity groups and diversity initiatives](#) on campus

### **Contingencies**

- € Offer is contingent on a successful review of a criminal disclosure statement which will be sent via Workday.
- € Pursuant to state and local government guidelines, UNLV does not require proof of COVID-19 vaccination for students, faculty, and staff. However, UNLV faculty, staff and students who work in clinical or hospital settings must follow the [federal COVID-19 vaccine requirement](#) for healthcare organizations. The federal government has not lifted this requirement. This means all new and current healthcare workers may be required to wear masks and must continue to provide [proof of being fully vaccinated against COVID-19](#) or have an approved [medical or religious waiver](#) on file with Human Resources.
- € Explain per the [Emergency COVID-19 Employee Vaccination Policy](#), as a condition of employment, all NSHE employees must be vaccinated against COVID-19 or have an approved medical or religious waiver request. All candidates for employment must have this information on file with Human Resources prior to their start date.
- € (If applicable) Employees who work remotely under the UNLV Flexible Work Policy, regardless of location, must adhere to the COVID-19 vaccine requirements as set forth by the Nevada System of Higher Education (NSHE).

## **NEXT STEPS...**

- € Allow the finalist an agreed upon amount of time if they don't accept the job offer right away.
  - o Explain an official offer/contract will be sent in Workday, and they will receive an email notification when the document is ready for their review and acceptance.
- € The hiring manager and/or delegate will receive a notification in Workday that the finalist accepted the offer, and will be contacted by the primary recruiter on next steps.