

**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 19.25% of their gross salary to the 401(a) mandatory defined contribution plan. The university contributes an additional 19.25%. 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.