

VERBAL JOB OFFER CHECKLIST

(Academic & Administrative Faculty)

Purpose

This checklist guides hiring managers through the verbal job offer process. It ensures that all key offer information and next steps are communicated clearly to the candidate, and that the offer is properly documented.

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

Sample Script:

"We are excited to formally extend you an offer of employment to join UNLV. I'd like to share the details of this offer and highlight some of the many benefits we hope you find meaningful in your decision to become a Rebel!"

Process Checklist

- ☐ Confirmed I am the authorized hiring authority for this position
- ☐ Reviewed and completed all Offer Details below before calling the candidate
- ☐ Delivered the sample script and extended the verbal offer
- ☐ Discussed the Benefits Overview with the candidate
- ☐ Explained any Contingencies that apply to this offer
- ☐ Confirmed a response deadline with the candidate
- ☐ Completed Next Steps and recorded the candidate's response

Offer Details

Title: _____

Salary: _____

Start Date: _____

Department: _____

Supervisor: _____

Hours/Schedule: _____

Work Location: _____

Response Deadline: _____

Pay Information:

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

Benefits Overview

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.

Health & Insurance Benefits

- Three medical plan options: **High and Low Deductible PPO** and **HMO**
- Includes **Prescription, Vision, Dental, and Basic Life Insurance**.
- Benefits start on the **1st of the month** following the start date.
 - *Example: Start date of Oct 1 → Benefits start Oct 1.*
 - *Start date after Oct 1 → Benefits start Nov 1.*

Voluntary Benefits

- Additional health, income, and personal protection options are available.

Wellness Resources

- Employee Assistance Program (EAP)
- Physical exercise and wellness classes

Leave Benefits

- **Annual Leave:** Full-time employees accrue 2 days/month, up to 48 days per fiscal year.
- **Sick Leave:** 30 days available upon hire. After 1 year, accrues at 2 days/month, up to 96 days per fiscal year.

Fixed Initial Expense Reimbursement

- Requires prior approval before offering to the finalist. [Review guidelines and policy](#) before discussing this with a candidate.

More Information

- Refer the finalist to the [HR Benefits webpage](#) for full plan details.

If interested candidates have any questions about benefits, they can contact the HR Benefits Office at 702-895-3504.

Educational & Social Enrichment

- [Professional Development Opportunities](#) (Management Training Academy)
 - [Tuition assistance and educational discount programs](#)
 - [UNLV named most diverse campus in a four-way tie](#)
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Background Screening

- Offer is contingent on the following:
 1. Successful review of a criminal disclosure statement, which will be sent via Workday
 2. Success completion of a criminal background and/or credit check (this requirement should have been stated in the job posting. If not, please skip).
 3. Degree verification (if applicable)
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Next Steps

- Allow the finalist an agreed-upon amount of time to consider the offer (see Response Deadline above).
- Explain that an official offer/contract will be sent via Workday, and the candidate will receive an email notification when it is ready for review and acceptance.

- The hiring manager and/or delegate will receive a Workday notification once the finalist accepts, followed by communication from the primary recruiter on next steps.

Offer Record

Hiring Authority (print name)

Date Verbal Offer Extended

Candidate Response (Accepted / Declined / Pending)

Date of Response