# 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:
  + Salary:
  + Start date:
  + Department:
  + Supervisor:
  + Hours of work/schedule:
  + Work location:

### Benefits

* + [Retirement Plan](https://www.unlv.edu/hr/benefits/retirement)
    - Employees contribute 15.50% of their gross salary to the 401(a) mandatory defined contribution plan. The university contributes an additional 15.50%. This match is significant compared to other employers.
    - No contributions into social security.
  + [3 medical health plans](https://www.unlv.edu/hr/benefits/health-life#medical) (high and low deductible PPO and HMO)
    - Prescription, Vision, Dental and Basic Life Insurance included
    - Benefits start on the 1st 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](https://www.unlv.edu/hr/benefits/voluntary) 
    - Health, income and personal protection
  + [Wellness Resources](https://www.unlv.edu/hr/facultystaffwellness) (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](https://www.unlv.edu/controller/travel-program/house-hunting), 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](https://www.unlv.edu/hr/learning-and-development) (Management Training Academy (MTA)
  + [Tuition assistance and educational discount programs](https://www.unlv.edu/hr/benefits/tuition-assistance)
  + [UNLV named most diverse campus in four way tie](https://www.unlv.edu/news/release/us-news-world-report-unlv-again-named-nation-s-most-diverse-campus)
  + Share some of the many [affinity groups and diversity initiatives](https://www.unlv.edu/diversity) on campus

### Contingences

* Offer is contingent on a successful review of a criminal disclosure statement which will be sent via Workday.
* Explain per the [Emergency COVID-19 Employee Vaccination Policy](https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/Handbook/title2/T2-CH12%20Emergency%20COVID-19%20Employee%20Vaccination%20Policy.pdf), 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…

### NEXT STEPS…

* Allow the finalist an agreed upon amount of time if they don’t accept the job offer right away.
* If they accept the verbal offer, email your finalist this link for them to submit proof of completed vaccination series: [COVID-19 Proof of Vaccination for New Hires](https://forms.gle/ugCMHAbbMyC6V4vy9) form.
  + If they would like to request a medical or religious waiver from the COVID-19 vaccination, email your finalist the link to the [Medical Condition Waiver Request](https://nshe.nevada.edu/wp-content/uploads/NSHE_Covid19_Vaccine-Medical_Condition_Waiver.pdf) or the [Religious Belief Waiver Request](https://nshe.nevada.edu/wp-content/uploads/NSHE_Covid19_Vaccine-Religious_Belief_Waiver.pdf), and instruct them to submit to Human Resources via the [Request for Waiver form](https://docs.google.com/forms/d/e/1FAIpQLSe6jSN5QYVOtwUozwHRkMOP1RAk8sfVaMSnd0K7wCA-6gu7rw/viewform).
  + 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.