



# Verbal Offer Guidelines

Updated 2-15

## **Prior to verbal offer:**

Contact your HR Generalist to review the intended offer salary/hourly rate.

*Once you have finalized the starting salary with your HR Generalist and have confirmed with HR that you have verified references, please make the verbal offer. Having the person who led the interviewing process (or the manager of the position) makes the verbal offer sends a very strong first message to the candidate. Also, it begins to build relations between employees and their respective supervisor.*

## **Verbal offers should contain the following language:**

1. Thank you for taking the time to interview for the position. I am offering you the position of \_\_\_\_\_ at the rate of \$\_\_\_\_\_. This offer is contingent on the following:
  - A successful background check (if required)
  - A health clearance through our Occupational Health Services (if required)
  - A negative substance abuse screen (if required)
  - Verification of any required documents/licensure/certifications for position (if required)
  - Verification of identity and eligibility to work in the U.S.
  
2. Verbal offers should also include:
  - If the position is covered by a union and which one, or if a Professional and Support Staff position (6 months probationary period)
  - The work schedule (start and end of shift)
  - Location
  - Optional: you may also provide a brief summary of the University's total compensation package:
    - i. Total compensation calculator:  
<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/total-compensation-calculator.php>
    - ii. Comprehensive Benefit Plan:  
<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/health-plans/index.html>
  
3. Once the candidate accepts the offer, then you can discuss the start date. External hires must attend the New Hire Onboarding session on their first day (typically occurs on Mondays). Please give HR at least one to two weeks' notice to allow time to enroll the employee in the New Hire Onboarding session and prepare the new hire packet.
  
4. Please notify the candidate of the following:
  - HR will be contacting him/her to discuss all the pre-employment processes
  - HR will provide an official offer letter (if the manager does not have it)
  
5. Complete and submit the Service Request System (SRS) ticket immediately following the verbal offer. <https://hr.ucsf.edu/index.php/aphr/article/hr-service-request-system/>