

UW FACILITIES RECRUITMENT GUIDE

STEP 8: SALARY APPROVAL and MAKING THE JOB OFFER

Once a salary has been determined, enter the amount into UWHIRES. It will then be reviewed and approved by the Central HR Employment Specialist, the UWF department director, and Partner Resources (PR) Director and Assistant Director. In determining the salary, consider the years of applicable experience, education/training, specialized skills/knowledge, and department salary alignment (i.e., what others are paid in the same job classification).

After the salary is approved, make the conditional job offer. Inform the applicant that the job offer is contingent upon a successful background check. When the conditional offer is accepted, ask for the applicant's birthdate. This is needed in order for the Central HR Employment Specialist to complete the background check.

When the conditional offer is accepted, also notify the Central HR Employment Specialist who will then initiate the background check and will let the Hiring Manager know the results. If the applicant passes the background check, the official job offer can be extended. Upon acceptance by the applicant, enter the start date and change the applicant's status in UWHIRES. Note that the conditional offer can be rescinded if the background check is not passed.

Follow up with an appointment confirmation letter to the new employee.