

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 17.50% of their gross salary to the 401(a) mandatory defined contribution plan. The university contributes an additional 17.50%. 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 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](#)
 - 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.

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.

