

Complete this form before making a job offer to a candidate.

### Job Details

- Business Title:  
\_\_\_\_\_
- Taleo Req # : \_\_\_\_\_
- Proposed start date (*Note: external candidates require background checks which can take 1-2 weeks*)  
\_\_\_\_\_

### Offer Letter Information

- Who will sign offer letter?
  - Supervisor
  - Other:  
\_\_\_\_\_
- Any special information to include in the offer letter (e.g. FTE changes, location, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

### Financial Information

- Proposed Base Salary:  
\_\_\_\_\_
- Proposed Incentive or Sign-on Bonus:  
\_\_\_\_\_
- When will salary be reviewed/next eligible increase date?  
\_\_\_\_\_

### Candidate Details

- Candidate's Name:  
\_\_\_\_\_
- Stanford Employee:
  - Current Stanford Staff
  - Stanford Temp/Casual/Contractor
  - Former Stanford Staff
  - Previously laid off from Stanford
  - Never previously employed by Stanford
- If yes, has the employee's file been reviewed?
  - Yes  No
- Have references been checked?
  - Yes  No
  - If no, would you like HR to initiate reference checks with Checkster?
    - Yes  No
- Is this an out of state or remote employee
  - Yes  No
- Does this candidate need visa sponsorship?
  - Yes  No.
  - If yes, type: \_\_\_\_\_

### Reminders

- HR will hire the candidate in Taleo. Hiring Manager must disposition remaining candidates
- After this form is approved, hiring manger may proceed with a verbal offer
- HR will draft offer letter, initiate background check, and enroll external candidates in the Welcome Center new hire orientation

### Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Instructions

**Note:** While you can complete the form using a browser, the preferred method is to download the form and use your PDF reader (e.g., Acrobat, Preview). If you use a browser, be aware that you will lose any entries if you close — or navigate away from — the form before saving it.

The Hiring Manager should:

1. Complete the form.
2. Save the form:
  - Using a browser:
    1. **File > Print**
    2. Change printer destination to **Save as PDF**
  - Using Adobe Acrobat:
    1. **File > Save** (or **Save As**)
  - Using a Preview (on a Macintosh):
    1. **File > Save** or **File > Export as PDF**
3. Email as an attachment to:
  - **Business-affairs-hr@stanford.edu**

## Approval Process

This form is routed to the following staff for approval prior to the position being posted. It is strongly recommended that you advise your leadership in advance of submitting the form to avoid delays.

- **Human Resources** — reviews proposed salary and employment details
- **Finance** – confirms funding for the position if offer exceeds 10% of approved “not to exceed” amount
- **AVP** — approves proposed salary if offer exceeds 10% of approved “not to exceed” amount

Once all appropriate parties have signed off, HR initiates offer process

## Approvals

Approvers sign here as directed by Human Resources. (No signatures are needed to initially submit the form to HR.)

_____	_____
Human Resources Manager	Date
_____	_____
Finance	Date
_____	_____
	Date
_____	_____
	Date