

MEMORANDUM

TO: Hiring Managers

FROM: Employment

SUBJECT: Job Offer Packet

**The following contains everything you need for interviewing and hiring.
Please make copies of blank forms if needed.**

- ✓ **_1_ Job Offer Request**
⇒ Note*(complete for desired candidate)

- ✓ **_1_ Interviewer Sheet**
⇒ Note*(complete for every applicant you interviewed)

- ✓ **_1_ Justification For Starting Compensation Rate**
⇒ Note*(complete for desired candidate)

- ✓ **_1_ Criminal Background Check Form**
⇒ Note* (complete for every applicant interviewed for a security sensitive position; when ready for HR to make an offer, complete middle section for desired applicant and send to the Police Department – PG11)

After you have made your decision, please complete and forward the Justification to Budget @ AD27 and the Criminal Background Check to the Police @ PG 11. Once you have received the completed Criminal Background Check from the police, you may forward it and remaining documents to Human Resources @ HR 10. NOTE* “ALL PAPERWORK MUST BE RETURNED BEFORE AN OFFER IS MADE.”

If you have any questions, please contact HR at ext. 2221.

Thank You

JOB OFFER REQUEST

**(Please return to Human Resources with Interviewer
Sheets and Criminal Background Check form)**

Job Title:

Requisition Number:

Admin Unit:

Candidate Name:

Salary Minimum:

Salary Offered:

Preferred Start Date:

NOTE: A Justification for Starting Compensation is required for all salary offers, whether or not the offer is above minimum. Offers are not made until the justification is forwarded by the Budget Office to Human Resources.

THE UNIVERSITY OF TEXAS AT DALLAS
INTERVIEWER SHEET

Applicant: _____ Date: _____

Job Applied For: _____ Admin Unit: _____

This form is provided to each Interviewer to help with the selection process. It should be filled out immediately after the interview.

Evaluation criteria: Only matters that are clearly related to job performance should be considered. All applicants should be evaluated using the same criteria base. Race, color, religion, sex, age, marital status, any perceived or real disabilities, and other non-merit factors MUST NOT be considered.

1. Applicant has identified that he/she will be able to perform all of the essential functions of the job.
(please be specific)

Applicant has indicated that he/she will not be able to perform the essential functions of the job and that he/she needs the following accommodations. Please be specific)

2. Evaluations of the applicant's knowledge, skills and abilities, work experiences and/ or education in regard to the requirements of the job are:
- A. More than adequate
 - B. Adequate
 - C. Some deficiencies (not critical)
 - D. Strong deficiencies (on-the-job or formal training could not overcome them in reasonable time)

List specific reason(s) for above:

3. Itemize the applicant's major assets in terms of the job requirements:

4. Itemize the applicant's major liabilities in terms of the job requirements:

5. Considering all factors, indicate the applicant's overall suitability for the job:

- A. Highly suitable
- B. Suitable
- C. Unsuitable

6. Additional comments based on the job related requirements (EX – reference checks, general impressions, interpersonal skills):

7. Decision to hire this candidate: _____ Yes _____ No

Why?

Departmental Interviewer: _____ Date: _____

PLEASE RETURN ALL INTERVIEWER SHEETS TO HUMAN RESOURCES AT HR10

Justification for Starting Compensation Rate

The following link will take you to the PDF version of this document. Please be sure that you follow the proper routing procedures:

http://www.utdallas.edu/hrm/forms/justification_starting_comp_rate.pdf

Criminal Background Check

The following link will take you to the PDF version of this document:

<http://www.utdallas.edu/hrm/forms/criminalbg-employees.pdf>