

Offer Proposal Form (Classified Position)

Upload the completed form into MyTrack's notes tab on the job requisition and email the note to hrrecruiter@uoregon.edu to request review of your proposed offer. For more information about offer proposals, visit <https://hr.uoregon.edu/recruitment/hiring-faculty-and-staff/hiring-classified-staff/classified-position-prepare-offer>

Candidate:		
Requisition Number	Classification Title	Department

Prior to completing employment verifications and reference checks, please visit <http://hr.uoregon.edu/recruitment/hiring-faculty-and-staff/hiring-classified-staff/classified-position-evaluate-candidates>

Employment Verifications/Reference Checks	
Describe prior employment verifications completed:	
Describe reference checks completed: If no, indicate the reason:	
Does this position require criminal or credit background check? <i>If yes, any offer made is conditional until background check is cleared.</i>	

Current Employment (UO and OUS) Status	
Is selected candidate a current UO employee? If so, indicate category of employment (for example, temporary, classified, temporary non-regular, student, etc.)	Yes No
Is selected candidate a current employee of former Oregon University System (OUS)? If so, indicate institution.	Yes No
Has candidate been a regular employee of another former OUS institution within the past two years? If so, indicate institution.	Yes No

Prior to discussing salary offers with candidates, the salary step must be approved by University Talent Acquisition. Any starting salary above first step requires a justification. Current UO classified employees follow promotion provisions of the CBA.

Requested Offer	
Requested Step	Justification for any rates above Step 1

Unit/Department Head Approval	
Unit/Department Head Signature	Date