



Human Resources
OFFEREE APPROVAL FORM

This packet is to be completed and approved *before* an offer is made. Please attach the following documents for the successful candidate:

- Finalist Approval email from Human Resources
- Updated Screening Summary Report
- Resume
- Creditable Work Experience (must be signed by Dean/VP)
- Printed application from NeoGov
- Job Posting
- Prior Consideration Form (if applicable)
- Authorization to verify Employment History Form

College/Division: _____	Department: _____
Position: _____	Hiring Goal: _____ PRF #: _____
Search Chair: _____	Date: _____
Comments: _____	

Successful Candidate:	
Name: _____	<i>*Offer cannot be made without official transcript on file in HR.</i>

Determination by Dean or Vice President* (to be sent to Human Resources w/documents):	
Approved	Not Approved
Dean/VP Signature: _____	Date: _____
<small>*Note: If position reports to more than one department/division, both Deans/VPs must sign.</small>	
Comments: _____	

Determination by Human Resources:	
Approved	Not Approved
Human Resources Signature: _____	Date: _____
Comments: _____	

After this form has all the required signatures, the search chair, Dean/VP and Affirmative Action, will all receive an e-mailed notification of the approved form. Shortly thereafter, HR will be in communication with the Dean/VP with a salary calculation.