

## Presenting Job Offers – for Hiring Managers

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At Utah Valley University an offer of employment is presented to the candidate by the hiring manager. This gives hiring manager the opportunity to convey excitement about the offer and begin to establish the manager/employee relationship. The tips below will help prepare you to successfully present an offer in a positive way.

### Before you present the offer:

- Request a salary recommendation from HR Employment. HR will help you look at pay equity in your area and across the University. You should come away knowing the salary range that is acceptable to the University for the individual you have selected.
- Check with your manager for approval on the target salary. Also, consider your budget and any other department considerations.
- Prepare yourself with information about benefits, parking, and other things the candidate may have questions about.

### Presenting the offer:

- **Setting:** Offers are best presented in a conversation either on the phone or in person. Other media, such as email, does not allow as much opportunity to observe and respond to the candidate's reactions.
- **Tone:** A job offer is great news. Make sure it sounds that way. For example: "Congratulations, we are delighted to offer you the position of Administrative Support at Utah Valley University. We reviewed many fine applicants and you really stood out..." Show confidence and enthusiasm.
- **Compensation Information:**
  - Present the salary and explain the pay cycle.
  - Benefits: The salary is only part of the package. The high value and low cost of the benefits set UVU apart from every other employer. When you present the salary, include the benefits. "...this salary is augmented by our excellent benefits package. In addition to your pay check UVU will contribute \$\_\_\_ to your retirement account without any contribution on your part. This brings your cash compensation to \$\_\_\_. Also, your payroll deduction for insurance is only \$\_\_\_ which means your take home pay is higher than if you had the same salary with another employer..." Sell the benefits that are most meaningful to the candidate, for example tuition waiver for a student or parent of a student.
- **Negotiations:**
  - If a range is available and you expect the candidate to counter-offer, do not start at the highest salary you can give.
  - When you counter, reemphasize the benefits and equity of the offer.
  - If the candidate demands a salary above the HR recommendation, come back to HR for reevaluation.
  - It is appropriate to allow the candidate time to consider the offer, but be sure to set a date by which they must respond.

- **Start Date:**
  - It is customary to allow the candidate to give the current employer two weeks' notice. Arrange a start date if possible.
- **Contingencies:** Explain that the offer is contingent on some final checks that will be done when the candidate visits HR.
  - Ability to prove eligibility to work in the US.
  - Ability to pass any required criminal background checks.
- **Intangibles:** Make sure the candidate knows some of the great things about working on your team and at UVU, like the people, the service to students, the opportunities, etc.

### Things to remember:

- Avoid creating an employment contract or implied contract. In other words, do not make promises or statements that can be construed as promises, that you cannot or do not intend to keep. Those statements can sometimes lead to expensive litigation, if you later decide to terminate the employee. Remember that the offer is contingent.
- Do not forward emails from HR to the candidate. These contain information that is not appropriate for the candidate.
- Your attitude is contagious. If you have bad feelings about your job or the salary you are going to present you will have a more difficult time. Try to approach the offer with a positive attitude.
- Move quickly. The hiring and offer processes take time. Make your decision and start quickly, so you can make an offer before your top candidate accepts another position.
- The hiring manager has the responsibility of determining the salary and presenting the offer.
- Use the *New Employee Checklist* to make sure that your new employee enjoys a smooth transition into the new job.