**Candidate Offer Worksheet**

*Search Chair – Please complete all fields in the section below. Human Resources will contact the search chair before extending an offer.*

*Search chairs should not make offers of employment to candidates without contacting HR.*

**Reset Top**

Position Number:

Search Chair:

Ext.

Candidate’s Full Name:



Position funded by: Grant Non-grant

Select One

Billing Org#: Offer Amount:

Billing Fund#:

Comments:

**\*\*For HR use only\*\***

**Reset Bottom**

Date Received:

Minimum Education

Minimum Experience

Accepted Offer Amount:

Negotiation: Yes No

If yes, up to:

Hourly Salary

Prior WSU Service?

Current WSU Employee?

Yes No

Yes No

Prior State Service?

Background Check Needed?

Valid Driver's License Required?

 Yes  No

 Yes  No

Yes No

Relocation Available for Position

Yes No

If yes:

Offer Letter Date: Hire Date: Report Date: Orientation Date:

Hire Type:

Comments:

New Hire – Deploy Onboard

Transfer: Non-Benefit Eligible to Benefit Eligible – Deploy Onboard



Transfer: Benefit Eligible to Benefit Eligible – No Onboard