

Employment Offers

Updated: 7/07/2016

Purpose

Provide guidelines for making employment offers.

Policy

The salary offered must be consistent with the current salary range for any classified position or the budgeted salary for any A&P position as per the UTEP policy located in the [Handbook of Operating Procedures, Chapter 3, Section 3.1.7](#).

Procedures

1. The hiring official, upon completion of the recruitment process, submits the approval request to the Human Resources Advisory Committee (HRAC) if the salary offer being considered exceeds the pay range minimum for Classified positions or the budgeted salary for Administrative and Professional (A&P) positions. Written salary recommendations must be made to the Office of Human Resources for approval prior to making any verbal or written offer to a selected candidate.
2. The Office of Human Resources will examine all pay decisions to ensure compliance with all Federal and State laws, and University policy.
3. All employees must be paid the minimum salary for their respective position. In establishing hiring rates, consideration will be given to:
 - where the proposed salary falls in the range;
 - its relationship to the salaries of other similarly qualified and/or experienced employees in the job or department (internal equity);
 - the prospective employee's experience and individual qualifications;
 - total compensation associated with the position;
 - any external market factors influencing the rate of pay;
 - the University's immediate hiring needs, and;
 - competitive recruiting conditions.
4. A copy of the following materials must be submitted with the HRAC request to assist in determining the new hire compensation:
 - prospective employee's resume;
 - current salary and detailed information on current bonuses, benefits, and perks that the candidate is currently receiving at their current place of employment;
 - written justification for the proposed salary on the completed HRAC form, and;
 - any other form of documentation that will aid in the decision making process.

5. Once the salary offer recommendation has been approved, a verbal offer will be made to the selected candidate by the Human Resource Recruitment Consultant and the background check process will be initiated.
6. If the background check is cleared, a formal offer letter will be provided to the selected candidate by the Office of Human Resources. The offer letter will contain:
 - o Start date and new employee orientation date.
 - o Salary and respective information regarding that specific position. The employee will visit the Office of Human Resources to complete new hire paperwork (if this was not done so in advance) and provide employment eligibility documents in compliance with Department of Homeland Security's I-9 process.
 - o The Human Resources Recruitment Consultant will initiate the job record electronic form. Upon receipt of an approved electronic form, the Human Resources Transaction Center (HRTC) will create the job record in PeopleSoft.
7. Before any salary commitment is made to a prospective employee, the position to be filled must be properly authorized, described, budgeted, and classified. No offer of employment may be extended unless it has been reviewed and approved by the Office of Human Resources.

Applicability

All staff candidates.

Responsible Party

Associate Vice President, Office of Human Resources