

## Tips on making a verbal offer

Setting the tone for your employee's career at UMSL.

**Be thorough in your search, but do not wait unnecessarily.** Keep in mind, candidates applying to a role with you are likely applying for other roles, too. If they are the one you want to hire, go ahead and make the offer.

**Always call.** Do not make job offers via email. It is impersonal and will not set you up for success in getting them to take the job.

**Share why they are the right candidate.** Explain why you are excited to hire them, including specifics on how they stood out among the other candidates.

**Share the compensation.** Early in this conversation share the salary or hourly rate you are offering. Be sure you are following the pay guidelines established by HR and, if needed, contact HR for more information.

Be sure to give an overview of the benefits (if applicable) that they will receive and email them a copy of the flyer.

[Benefits overview flyer](#)

**Ask what questions they have.** Allow time for them to ask and get their questions answered about the offer, the job, and the organization. Commonly asked questions are about benefits, and the start date.

**Discuss start date.** Let them know of dates you have in mind and be sure to give them the time to leave their current work in a good place. Typically, an employee will give their current employer a two-week notice.

The start date should allow for the completion of the CBC and other paperwork to be processed and align with [New Employee Orientation](#). Keep in mind, it can take a minimum of 2-3 weeks in total for UMSL to prepare for their arrival. A new hire's experience with onboarding holds a huge impact on employee's first impression of their new employer.

**Set a date by when they will let you know.** Prior to calling, pick a date by which you would like them to let you know if they will accept your offer. It depends on the level of the role, usually 3 to 5 days is the norm. You could say, "Could you let me know by early next week whether you are able to take the job?"

**Congratulate them again.** Always end the call by congratulating them again on the offer, reminding them that you are available if they have questions, and letting them know that you are looking forward to working with them.