



## **Making a Verbal Offer:**

### Setting the Tone for a New 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 as it is impersonal and may not be as persuasive in garnering an acceptance.

**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. Be sure your offer is aligned with your budget, internal equity, and the pay guidelines established by HR. For salary recommendations, please contact your HR Partner.

**Share benefits information.** For full-time benefit-eligible employees, be sure to mention health, dental and vision coverage; paid leave (including 9 paid holidays and 4 paid days over Winter Break); and tuition assistance. Benefits overview flyers for both faculty and staff positions can be found at <https://www.umssystem.edu/ums/hr/careers>.

**Discuss start date.** Let them know the dates you have in mind and give them enough time to leave their current workplace in good standing. Ten (10) business days is a typical notice period. Similarly, 10 business days is often enough to allow for completion of the Criminal Background Check and other hiring processes prior to the new employee's first day.

**Set a date by when they will let you know.** Prior to calling, pick a date by which you would like them to accept the offer. Generally, 3 to 5 business days is appropriate.

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

**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 you are looking forward to working with them.