

Hiring Manager Checklist to Offers

Please utilize this checklist when extending an offer to ensure all important topics are addressed. This does not take the place of a HRM approved offer letter. Offers should not be extended prior to the HRM approved offer letter.

	Faculty	Academic Administrators	Professional	Classified	WAE/WAE Classified
Position Title	X	X	X	X	X
Employee Type	X	X	X	X	X
Tenure Status	X	X			
Effective Date of Hire	X	X	X	X	X
Percent Effort	X	X	X	X	X
Annual Salary	X	X	X		
Hourly Rate				X	X
Pay basis	Monthly	Monthly	Monthly	Bi-weekly	Bi-weekly
Shift Hours (address anything non-standard)	X	X	X	X	X
Dress Code or Uniform	X	X	X	X	X
Statement of selecting parking plan	X	X	X	X	X
Mandatory Promotion & Tenure Date	X	X			
Administrative Stipend		X	If applicable		
Removal of Stipend Statement		X	If applicable		
Department in which tenure is held		X			
Reporting Structure		X			
Benefits Statement	X	X	X	X	
Relocation	If applicable	If applicable	If applicable	If applicable	
Louisiana Revised Statute 42:31	X	X	X	X	X
Space	If applicable	If applicable			
Foundation Account		If applicable			
Additional Staffing	If applicable	If applicable			
Approval contingencies					
Background Check	X	X	X	X	X
Transcripts	X	X	X	If applicable	X (WAE classified if applicable)
Pre-employment drug screen			If applicable	If applicable	If applicable
Pre-employment physical			If applicable	If applicable	If applicable