

Offer Proposal Form (Classified Position)

Upload form into MyTrack's documents tab on the job requisition to request review of proposed offer. For more information about offer proposals, visit

Candidate:		
Requisition #:	Classification Title:	Department:

Prior to completing employment verifications and reference checks, please visit: [Recruiting & Hiring](#)

Employment Verifications/Reference Checks	
Describe employment verifications completed:	
Describe reference checks completed:	
If no, indicate the reason:	
Does this position require criminal or credit background check? <i>If yes, any offer made is conditional until background check is cleared.</i>	

Current Employment (UO and OUS) Status	
Is selected candidate a current UO employee? If so, indicate category of employment (for example, temporary, classified, temporary non-regular, student, etc.)	
Is selected candidate a current employee of former Oregon University System (OUS)? If so, indicate institution.	
Has candidate been a regular employee of another former OUS institution within the past two years? If so indicate institution.	

For new hires, any starting salary above first step must be approved in advance of offering salary to candidate, by Talent Acquisition Unit in HR. Former OUS employees get a one-step increase for promotions (movement to higher salary range). Transfers from positions in the same salary range are not eligible for salary increases.

Requested Offer	
Requested Step	JUSTIFICATION

Unit/Department Head Approval	
Unit/Department Head Signature	Date