

Ready for Offer

Dear Hiring Manager:

After all Offer Approvals for a closed requisition have been completed the offer may be made to the candidate(s) selected. It is recommended that your offer be made in writing and that you receive written confirmation of the acceptance of your offer. Visit the HR Employment website at <http://hr.ua.edu/%7Ehr/employment/index.html> for sample offer letters which can be easily customized to your specific job offer.

Please complete a Personnel Action (**PA**) form to appoint your new employee or initiate a transfer PA for a UA employee moving to your department. The following documents must be completed and signed by the new employee and attached to the PA for the new employee:

- Employment Eligibility Verification I-9 form
- Intellectual Property Agreement form
- State and federal tax forms
- Direct Deposit form

These forms and instructions for the completion of the Personnel Action form can be found in the “Forms” section of the Human Resource web site at <http://hr.ua.edu/forms/index.htm>.

The U. S. Citizenship and Immigration Service requires that all new employees complete a form I-9 (Employment Eligibility Verification) on the date employment begins. The USCIS requires and it is University policy that the I-9 be reviewed and verified by the hiring manager within three business days of the date employment begins.

Additionally, it is vital that you ensure that your new employee is registered for and attends New Employee Orientation as soon as possible upon starting to work. New employees or current temporary employees moving into regular benefits eligible positions must complete the necessary paperwork to enroll in benefits programs for which they are eligible within the first 30 days of their start date in your department. After 30 days, they may have to wait until the next open enrollment period to enroll. Please contact HR Development at 348-9700 to schedule your employee for New Employee Orientation.

When the offer is made, change the applicant status for the candidate(s) to “Offered Job”. After the offer has been accepted, contact the other candidates interviewed to notify them of your decision and change the status of all other candidates to “Not Hired” with the appropriate not hired reason.