

Hiring Manager Checklist for Extending a Verbal Offer of Employment

Extending a verbal offer is an important step of the recruitment process and should be well thought out and organized. The checklists and talking points provided below will help you make a good first impression and ensure you provide the right information to your finalist.

Checklist: Extending a Verbal Offer of Employment

- Ask for finalist.
- Provide introduction. Include your name and department or unit.
- Confirm it is a good time to talk to the finalist.
- Thank the finalist for taking the time to interview.
- Highlight the reasons why the candidate has been selected for the position.
- Extend the offer. Provide salary details.
- Highlight benefits such as paid time off, flexible work schedule, development opportunities, etc.

Example:

Hi, may I speak with (finalists' name)? Hi (finalists' name) this is (your name) calling from the (department name) at Virginia Commonwealth University. Is now a good time to talk? <Let candidate respond> First, I would like to thank you again for taking the time to interview for (state position title). Based on the requirements of this position and your experience and education (highlight specific reasons candidate has been selected as finalist here) you would be a great fit for the position and department. I am pleased to offer you the position, with a salary of \$XX (or hourly rate). In addition to your salary, VCU offers a robust benefits package as discussed in our interview. What do you think? <Let candidate respond>

Checklist: Finalist accepts offer

- State your enthusiasm about them joining the team.
- Inform finalist the offer is contingent upon verification of credentials (if applicable) and successful completion of criminal convictions history check.
- Inform finalist HR will follow up to obtain the information needed to begin the pre-employment process and to initiate the written offer.
- Discuss possible start date.
- Reiterate the written offer is to follow.
- Ask the finalist if they have any questions.
- Give the finalist a timeframe for when you will be back in touch.
- Congratulate the new hire!

Example:

Wonderful, we are so excited you are joining our team! At this point the offer is contingent upon successful completion of the criminal conviction investigation and verification of credentials (if

applicable). Our HR professional (state name) will be contacting you to obtain the information necessary for beginning the pre-employment process and to initiate the written offer letter.

Do you have any questions regarding the position or the offer?

Congratulations, again we are excited about you joining the team! Don't hesitate to contact me if any questions arise.

Checklist: Finalist needs time to think about offer

- State your understanding for the need for time to consider the offer.
- Discuss time frame the finalist needs to make a decision.
- Agree on a specific date that the finalist will contact you with a decision.
- Confirm that the finalist has your contact information.
- Highlight again the reasons why the finalist is a good fit for the position and the opportunities this position offers to the finalist.
- Ask what information you can provide to help the candidate in his or her decision making process.
- Thank the candidate for their time.

Example:

I understand and know that this is a very important decision. I want you to take the time you need to think about all that we have discussed and make the decision that is best for you. How long do you think you need to make a final decision? (number of days discussed) is more than reasonable. Can we agree that you will call me by the end of (agreed day and time)? < let finalist respond> To confirm, you may contact me at (your phone number). Again, based on the requirements of the (position title) position, we feel that your experience would be a great fit for this role in our department. <state any additional benefits of the position such as room for growth, flexible schedule, etc.> In addition, VCU is a great place to work! Is there any information I can provide or questions I can answer to help you in your decision making? <allow finalist to respond> Thank you again for your time and I look forward to hearing from you with your final decision on (agreed upon day and time).

Checklist: Finalist declines offer

- State your regret.
- Ask why finalist made their decision, if they are comfortable sharing.
- Thank finalist again for their time.
- Encourage finalist consider VCU for opportunities in the future.
- Wish them luck.
- Document the reason the finalist declined offer.

Example:

I am sorry to hear you have decided not to join our team. May I ask how you arrived at your decision? <let finalist respond> I appreciate you sharing that information with me. This is a very important decision and you need to do what you believe is in your best interest. Thank you again for all of your time and consideration. Although I had hoped you felt this position would be a good fit for you, I hope you will continue to consider VCU for other opportunities. I wish you the best of luck in your career

Leaving a voicemail for the finalist

Checklist:

- State your name and department or unit at VCU.
- State who the message is for.
- Provide your contact information.
- Thank the finalist.

Example:

Hi. My name is (your name). I am calling from the (department or unit name) at Virginia Commonwealth University. This message is for (candidate's name) regarding the (position title) position. Please call me back at your earliest convenience. You can reach me at (your phone number). Thank you and I look forward to hearing from you soon.