Submit compliance form through E-Search for approvals.

Once approval is given, verbal offer is made to candidate.

Begin negotiations with candidate for start-up costs and salary.

Receive verbal approvals by financial stakeholders.

Prepare offer letter and start up form worksheet (if applicable).

Forward offer letter for signatures and approval from all financial stakeholders.

Mail to Candidate for signature.

Candidate signs and returns.

*All offer letters must be approved and signed by a VP or Provost.*