



## Candidate Offer Worksheet

*Search Chair – Please complete all fields in the section below.*

*Human Resources will contact the search chair before extending an offer.*

*Search chairs should not make offers of employment to candidates without contacting HR.*

Position Number:

Search Chair:

Ext.

Candidate's Full Name:

Position funded by:

Grant

Non-grant

Billing Org#:

Offer Amount:

Billing Fund#:

Comments:

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**\*\*For HR use only\*\***

Date Received:

Minimum Education

Minimum Experience

Accepted Offer Amount:

Hourly

Salary

Negotiation: Yes No If yes, up to:

Prior WSU Service? Yes No

Prior State Service? Yes No

Current WSU Employee? Yes No

Background Check Needed? Yes No

Valid Driver's License Required? Yes No

Relocation Available for Position Yes No

If yes:

Offer Letter Date:

Hire Date:

Report Date:

Orientation Date:

Hire Type:

New Hire – Deploy Onboard

Transfer: Non-Benefit Eligible to Benefit Eligible – Deploy Onboard

Transfer: Benefit Eligible to Benefit Eligible – No Onboard

Comments: