


OFFER OUTLINE FORM

Add and complete the Offer Outline Form when the candidate's HR status is at **Prepare Offer**.

The pay rate **must** first be approved before extending an offer. This will be done using the Offer Outline Form which will capture all the information that will be transferred onto the ePAF, including the funding source and proposed salary.

1. Transition candidate's HR status to **Prepare Offer**.
 - The Offer Outline Form will automatically open.
 - If candidate's status was already at **Prepare Offer**, you can manually add the form.
2. Complete the form with all required information. **Note:** Some information will auto-populate from the req. The tables below have information to help you complete these sections.

CANDIDATE INFORMATION	
For rehire, transfer, or concurrent processes, make sure you have the candidate's R#	
POSITION INFORMATION	
Ensure the Departmental ePAF Originator is correct. Enter the Proposed Rate, Premium Pay Code, and Targeted Start Date. NOTE: There should be at least <u>5 business days</u> between the day the Offer Outline form is approved and the anticipated start date.	
ORGANIZATION AND FUNDING FOR SALARY	
Enter information as you would for a traditional ePAF NOTE: Do not use codes for the Building/Location or County NOTE: Be sure to follow directions in the information circles 	
FUNDING SOURCE	
Up to five FOAPs can be added There is a text box in this section for any additional notes or information	
PLEASE PROVIDE BILLING INFORMATION FOR THE BACKGROUND CHECK	
The FOP listed here will be charged, an additional form is no longer necessary	
HIRING MANAGER SIGNATURE AND SPONSORSHIP	
Choose the official Hiring Manager to sign the offer letter by clicking List>> and select appropriate name.	
FORM APPROVAL	
Hiring Manager	REQUIRED
Department Head	Optional
HR Approval	REQUIRED - A Talent Acquisition, TTU (HR-Main Campus)
Compensation	BYPASS
Additional Approvers	STAFF: Per department practices who will need to review offer Faculty/Professor Titles: Jessica Williams

3. Click **"SAVE and SEND for APPROVAL"** when finished.
 - Before Talent Acquisition will approve the Offer Outline form:
 - The requisition must be posted a minimum of 10 business days
 - The hiring matrix should be uploaded for STAFF and Professor Titles
 - The Summary/Addendum form approved
 - An Interview Feedback form and at least one Reference Check form in the candidate record
 - In accordance with Government Code 657, candidates with **Veteran's Preference** will be verified for interviews/phone screens