



Talent Acquisition Checklist: Extending an offer

What you'll need	What you'll do	What else?
<ul style="list-style-type: none"> ___ Job description ___ Resume ___ Current salary, if known ___ Salary expectations ___ Budget availability ___ Salaries for comparable incumbents and supervisory staff ___ List of search finalists ___ Reference information on finalists 	<ul style="list-style-type: none"> ___ Identify your finalist. Work with Recruiter to calculate the finalist's years of relevant experience for salary setting purposes ___ Recommend a target offer based on factors such as appropriate market rate (based on above calculation), department pay structure, and budget availability ___ Log into the <i>One USG site</i> and go to <i>Recruiting Self Service</i>. Select <i>My Openings</i> and search for the relevant opening. Input target offer for approval ___ Stay in contact with Recruiter to learn status of offer. If offer is accepted, begin planning for onboarding of new hire. If rejected, consider other top candidates or continue search 	<ul style="list-style-type: none"> ___ Follow up with finalist to promote acceptance of offer, lay foundation for onboarding ___ If finalist asks for more money, work with Recruiter, Compensation, and leaders to determine what's feasible
<p>Notes:</p>		