MEDICAL SCHOOL
UNIVERSITY OF MINNESOTA | HUMAN RESOURCES

Extending a Job Offer

Job Offer Process

A typical job offering process often looks like the following:

1. Dean's Office HR determines appropriate salary to offer candidate through:
    a. Reviewing the job class specs on the OHR site to ensure offer is within established salary range
    b. Consulting the budget and finance team for funding constraints/availability
    c. Consideration of applicant's qualifications (education, experience, skills, competencies) as it relates to the position
    d. Scope, independence, and complexity in job duties of the position
    e. Reviewing equity between other new hires and existing employees in the same classification at various levels (University, Med School, Unit) to ensure internal equity across the unit, college, and the University as appropriate.
2. Hiring Manager makes verbal job offer to final candidate
3. Negotiations may occur regarding salary, start date, before offer letter is written
    a. Job terms and conditions are set based on the position's employees group:
        i. Civil Service Employment Rules & Bargaining Unit Contracts
        ii. Appointments of Academic Professional and Administrative Employees
4. Candidate verbally accepts offer
5. HR drafts offer letter and is extended via email by the hiring manager
6. Candidate signs and returns offer letter
7. HR Initiates Onboarding & Orientation

Reminders

- Background checks are initiated after the final candidate accepts the job offer.
- Candidates may not start employment until after the completed background check is returned from OHR.
- Schedule new employee start dates at least 2 weeks into the future to allow sufficient time for the applicant to accept employment and complete I-9 and the online background check process.