**Kansas State University**

**Making Offers and Initial Contract Checklist**

1. **Make contingent offer(s).** Following review by Talent Acquisition, the unit leader makes an initial offer to the selected candidate, contingent on the background check and clearance. If the candidate refuses the offer, the unit leader can make contingent initial offers in the approved order until a candidate accepts. Once the unit leader and candidate agree on the basic terms of the offer, a formal offer may be made to the candidate through a contingent offer letter. Negotiations requiring funding commitments from outside the hiring unit must be agreed to by all appropriate administrators.

1. **Prepare Contingent Offer Letter.** The contingent offer letter is prepared by the unit leader and/or dean, vice president, provost, or president or their designees using the appropriate [approved offer letter template](Standard-Offer-Letter-Academic-Faculty-Appointments.docx) provided by Talent Acquisition. The language in the offer letter shall be consistent with the guidance provided in [Essential Components of Offer Letters](http://www.k-state.edu/vphcs/tools/secure/managers/recruitment/offer-letters.html). If the offer letter is not consistent with the guidance, then the offer letter must be reviewed by Talent Acquisition prior to submitting to the candidate. **The offer letter must be signed by the appropriate dean, vice president, provost, or president, and, if applicable, the unit leader.**  Deans, vice presidents, the provost, or president or their designees are responsible for ensuring the accuracy of the letter, funding commitments, and that the offer letter is consistent with relevant university policies.
2. **Send Offer Letter, if applicable.**  The offer letter is forwarded to candidate for review and signature. The candidate should return the offer letter to the dean’s, vice president’s, provost’s or president’s office unit head, or designee by the requested due date, as indicated in the offer letter.
3. **Prepare Initial Appointment Contract.**  When the candidate accepts the offer, either verbally or in a signed contingent offer letter, and cleared the background check, the dean’s, vice president’s, provost’s, or president’s office or designee electronically prepares the draft initial appointment contract using the approved [templates](http://www.k-state.edu/vphcs/tools/secure/managers/recruitment/contract-templates.html) provided by Talent Acquisition, as applicable to the position, consistent with procedures outlined in PPM 4650. It is the responsibility of the dean’s, vice president’s, provost’s, or president’s office to verify the accuracy of the contract, including verification of the accurate hourly (non-exempt positions), bi-weekly (term positions), or annual rate (regular exempt positions). Please reference the approved PER1 for type of appointments and salary information.
4. **Submit Contract**. The dean’s, vice president’s, provost’s, or president’s office or designee will electronically submit the draft initial contract to [KStateJobs@ksu.edu](mailto:KStateJobs@ksu.edu) for review by Talent Acquisition. In the email submission, please **include the position number and position title in the subject line, attach a copy of the signed offer letter, and copy the designated departmental contact.**
5. **Review by HCS.** Talent Acquisition will provide a second review of the content for accuracy and ensure the information is consistent with recruitment paperwork and the signed offer letter, if applicable. If Talent Acquisition has any questions, the dean’s, vice president’s, provost’s, or president’s office or designee will be contacted to resolve the questions or any discrepancies on the draft initial appointment contract.
6. **HCS forwards to Provost, Vice President, or President for signature**. Talent Acquisition will submit electronically the signed offer letter, if applicable, and final initial appointment contract on the provost, vice presidential, or presidential letterhead as a pdf file to the appropriate office with a cc: to the dean’s office, unit head, or designated departmental contact on the original email. The provost’s, vice presidents, or president’s office prints the initial appointment contract for signature and obtains approval. The signed contract is then sent to the dean’s or unit head’s office or designated contact for distribution to the candidate for signature, consistent with the procedures of the unit or college.
7. **Submit completed contract with appointment forms to HCS.** The unit head, dean’s, vice president’s, provost, or president’s office or designee prepares the appointment paperwork ([PER38](http://www.k-state.edu/hr/forms/per38.html)) consistent with procedures outlined in PPM 4650 and sends electronically with a scanned copy of the signed contract, and offer letter and/or Faculty and GTA Spoken English Competency Assessment ([PER20](http://www.k-state.edu/hr/forms/spokenenglish.html)), if applicable, to HCS Resource Center. The HCS Resource Center maintains the record copy of the PER38, signed contract and offer letter, and PER20 in their personnel record-keeping system. The contract and offer letter, if applicable, is also saved in the college and/or unit files (paper or electronic) according to their procedures.