

Extending a contingent verbal offer

Why is this important?

Extending a contingent verbal offer is one of the final steps in the recruitment process once reference checks are completed. In addition to details regarding salary, duties, and expectations for the position, it is important to be prepared to discuss with the candidate other specifics that will help set the foundation for transparent and open communication.

What should be discussed?

During the verbal offer stage, the hiring manager extends a contingent verbal offer to the candidate. HCS liaisons can support the hiring manager by providing the following information:

- **Salary.** Contingent salary offers must be made and negotiated within the approved salary range for the position.
- **Background Check.** Offer is contingent upon successful completion of a background check.
- **Start date.** Start dates are important for employees as the start dictates the health insurance start date and the date the first paycheck will be deposited into the employee's bank account.

While Human Capital Services **always** encourages the beginning of the pay period as a start date, especially when transferring internally or from another state agency, a mid-pay period start may be more beneficial for a brand new employee to K-State.

- **Health insurance.** For benefit-eligible positions, coverage begins on the first day of the month following 30 days of employment. The *Coverage Begin Dates* document is found [here](#)
- **First paycheck.** It is also important to provide a date for receiving the first paycheck once the start date is set. This will allow the employee to be aware of how our payroll process works. The biweekly pay periods and pay dates are found [here](#)
- **Other perks and info.** A summary of Benefits for a benefit-eligible position is found [here](#). The Benefits team is also always ready to assist and answer any questions at benefits@ksu.edu. The HCS liaison could also discuss required documentation for onboarding.

Formalizing the offer

Once the candidate has verbally accepted the offer, the department will proceed with a formal offer letter and initial appointment (if applicable) and initiate the approval process through PageUp.

For more information on best practices, contact your [Talent Acquisition Strategic Partner](#)

Working Remote Tips

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Stay motivated with a list and create a schedule for everything that needs done.

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