

TENTATIVE JOB OFFER TIP SHEET

Please note that in many places extending job offers, tentative or firm, is the responsibility of the HR servicing activity. Please contact your HR servicing activity for practices and procedures that pertain to your organization.

STEPS YOU HAVE JUST COMPLETED

- ✓ You have carefully evaluated your candidates (reviewed résumés, interviewed and checked references) AND you know who you want to hire.
- ✓ You have coordinated your selection decision with your chain of command.
- ✓ You have confirmed with your HR servicing activity who is responsible for extending the tentative offer.

WHAT TO DO NOW?

Call your selectee to inform him or her of your tentative job offer. Be sure to cover the following key points:

- Position information. (Example: Logistics Management Specialist, GS-0346-11, United States Marine Corps Headquarters located in Quantico, VA)
- Contingent nature of the selection (that the offer is contingent because there are employment requirements that your HR professional must first check before making the final job offer).
- Clearly state that the ultimate selection is dependent upon selectee meeting the legal and regulatory employment requirements.
- A copy of the selectee's SF50/pay stub will be required by your HR professional for further action.

An example of your conversation with your selectee might go something like this:

Within a few days, [your HR professional name] from the Human Resources Servicing Activity [provide the name of your HR servicing activity] may contact you to verify your preliminary employment eligibility, if this is not already available. Once that is determined, [your HR professional name] from [your HR servicing activity name] will contact you to continue the pre-employment process.

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IF YOUR SELECTEE ACCEPTS:

DISCUSS YOUR COMPENSATION DETERMINATION PROCESS

- Inform the selectee that the pay setting/compensation is determined by your command policies, selectee's current pay and HR regulations and instructions.
- Consult with your HR professional in determining the documentation that will be used to create a compensation package. Consider the following options as a part of your selectee's potential compensation options:
 - Credit for annual leave
 - Payment for permanent change in station moves
 - Recruitment or relocation bonus
 - Telework or alternative work schedules
 - Policy on tuition assistance or repayment of student loans

NEXT STEPS

- Remind your selectee that the job offer being made is not yet final until the official job offer is made (which occurs after a determination that all eligibility and regulatory requirements are met).
- Send your selection certificate and copy of the selectee's SF50/pay stub to your HR professional for action.
- If the selectee already works for you or your department and the new position does not have any additional pre-employment requirements (Example: physical, clearance), negotiate a start date. Send this information to your HR servicing activity.

IF YOUR SELECTEE DECLINES:

- Move on to your next selectee, and repeat the process above, as applicable.
- If there is no alternate selectee, annotate on the referral certificate that your selectee declined and send the certificate back to your HR professional.