

**Inclusive Search- Phase Three: Candidate Offer**

Recommended Candidates from Search Committee	Approved Salary
	<b>Desired</b> Start Date
Final Candidate Name	Relocation Expenses
Reasoning for Final Candidate Selection	Other Compensation

**Acknowledgment of Actions to Ensure Inclusive Hiring- Phase Three**

- 1) At least two professional reference checks have been completed and submitted to the Recruiter
- 2) The Search Committee has concluded its search and recommended an applicant to Hiring Manager.
- 3) The Hiring Manager believes their work aligned with the Inclusive Hiring process.
- 4) The Search Committee has forwarded all Search Committee documents (i.e. rubrics, notes, etc.) to HR-OIE.
- 5) I understand that an **offer may not be extended** to a candidate until approval from both the Business Manager and Recruiter.

Hiring Manager

Date

**OIE and Recruiter Approval**

After review of the above, all efforts have been met in the inclusive hiring process and all documentation has been received by HR.

OIE

Date

Recruiter

Date