

# OFFER REQUEST

<b>Offer Request</b>		OAA* :	1
Indiana University - Academic Positions		Campus* :	2 South Bend
IU Bloomington searches: "Offer to Recommend Appointment" form and a draft of the Dean's offer letter must be submitted recommending that an offer be extended to another candidate.		School / RC :	3
Attributes marked with a * are required fields.		SBUE-SB SART-SB COLS-SB EDUC-SB CHS-SB ITRR-SB	
Department* :	4	FTE* :	
Title(s)* :	5	Appointment Status* :	6
Salary Grade* :	7	Acct./Position#* :	8
Proposed Salary Base* :	9	Expected Start Date* :	10
Expected End Date :		Non-Tenure Track Tenure Track	
Recommending Offer To* :	11		
Sex :		Ethnicity :	
Citizenship :			
Additional Comments :			

- 1] **OAA** | use the OAA generated on the VACANCY NOTICE; if in doubt, please check with Academic Affairs
- 2] **Campus** | select (SB) South Bend from the drop down menu
- 3] **School / RC** | select the appropriate school from the drop down menu
- 4] **Department** | use official department name only
- 5] **Title** | use existing or newly approved position title from VACANCY NOTICE
- 6] **Appointment Status** | use dropdown menu
- 7] **Salary Grade** | from VACANCY NOTICE
- 8] **Acct./Position** | from VACANCY NOTICE
- 9] **Proposed Salary Base** | salary obtained from X
- 10] **Expected Start Date** | from VACANCY NOTICE [If the position is 12 months, the start date is 07-01-20XX; if the position is 10 months, the start date is 08-01-20XX]
- 11] **Recommending Offer To** | name of the [proposed] candidate to whom the offer is to be made

IU Bloomington searches: Please download and attach an Offer to Recommend Appointment template letter from the links below. After filling out the form, attach the completed document to this eDoc prior to routing.  
 MicroSoft WORD format

Set annotation:

Create Note			
Author	Date	Note	Action
Sheppard, Teresa Lynn	06/05/2015	<div style="background-color: #e0e0e0; padding: 5px;">Please list any applicants that withdrew application ...</div> <div style="background-color: #d0d0d0; padding: 5px; margin-top: 5px;">Attachment: <input type="button" value="Browse..."/> No file selected.</div>	<input type="button" value="save"/>

View Notes			
Author	Date	Note	Action
Sheppard, Teresa Lynn	06/05/2015 09:20 AM	<div style="background-color: #e0e0e0; padding: 5px;">Rationale ...</div>	<input type="button" value="edit"/> <input type="button" value="delete"/>

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**12] Notes** [the Note box will expand] | Specify items such as the following |

- list any applicants which may have “fallen out” of the applicant pool and state the reason:
  - withdrew
  - declined interview
  - not interviewed, not selected
  - interviewed, not selected
  - declined offer
- Specify rationale regarding the decision made which ranked the successful candidate above the others. Also notate the “runner-up” in the event that the successful candidate does not accept the offer. [reasoning | this will eliminate the need to create a second OFFER REQUEST]
  - If necessary, attach required files by clicking on the **BROWSE** button below the NOTES box [such as candidate rubric, ranking, and rationale will be attached (1 file per note)].
- Documentation that the department feels is necessary will be included in the Note box.
- Click **SAVE** when done.

**13] Submit / Save / Cancel** | Select SUBMIT to finalize the request | Select SAVE to save the request and return at a later time | select CANCEL to cancel the Offer Request