

# UD TALENTLINK

## OFFER DETAILS HELP

Things to consider when preparing an offer:

- 1. Vaccination Information**—The University of Delaware requires all of its employees to provide documented proof of fully vaccinated status, with exemptions for disability or religious reasons.
  - a. For employees to be considered fully vaccinated, the final dose of the COVID-19 vaccine needs to be completed two weeks prior to their start date.
  - b. If the selected candidate is not vaccinated, the hire date must account for time to receive both doses (if required) of a vaccine and then two weeks post completion.
  - c. If the selected candidate is not vaccinated, the hire date must account for the time to submit for an exemption and the determination if it is approved.
- 2. Criminal Background Check**—The University is committed to protecting the safety and security of all members, property and assets of the UD community. To meet these objectives, the University requires a completed background check for all employees.
  - a. The selected hire date must account for the time of the background check to be issued and cleared.
  - b. The background check process takes approximately 3-5 days to complete. The background check for Foreign Nationals can take longer.
- 3. Pay Schedule**
  - a. The hire date should account for the pay calc process. New hire JED's cannot be approved during this time and will delay the new hires ability to begin working.
  - b. Pay Schedules can be found at this [link](#).
- 4. Onboarding Appointments**
  - a. Onboarding appointments are available every day, the hire date does not have to be limited to a 'Monday'.
- 5. Retirement Plan**
  - a. The offer letter and offer card should align with the retirement plan assigned to the position.
  - b. If the offer will move an employee from the State Pension plan to the 403B Retirement plan, the employee will need to contact [hrhelp@udel.edu](mailto:hrhelp@udel.edu) to formalize the change.
- 6. Start Date changes**
  - a. A change in start date does not require additional approvals.
  - b. The start date field on the offer card should be updated with the new date.
  - c. A revised offer letter with the new date should be uploaded to the offer card.
  - d. Send an email to [hr-onboard@udel.edu](mailto:hr-onboard@udel.edu) alerting them to the new start date.
- 7. Offer Letter Templates**
  - a. Offer letter templates can be found on the offer card in the Offer Documents section and in ConnectingU. The most recent version of the templates will be in these two locations.
  - b. If providing a relocation allowance and/or signing bonus, ensure that it is notated on the offer card and correctly in the letter.
- 8. Offer Acceptance**
  - a. A welcome email will be sent to the hired candidate with instructions to begin onboarding.
  - b. An email will be sent to the hired candidate from Sterling (our CBC vendor) to begin the background check.
  - c. The hired candidate will receive details about the onboarding appointment once the criminal background check has cleared.
  - d. The onboarding appointment will be approximately 30 minutes on their first day or as close to their first day depending on onboarding availability. The onboarding appointment must be completed before system access, benefits, and pay are activated.