Contingent Offer: assumes you have receive necessary approvals to make offer

<https://www.washington.edu/admin/hr/roles/mgr/hire/prostaff/make-offer.html>

<https://www.washington.edu/admin/hr/roles/mgr/hire/classified/make-offer.html>

Making a contingent offer to your selected finalist via phone call:

Points to cover in call:

* The offer is contingent on successful outcome of two level UW background check, details to follow by email.
* Gather information required to provide UW Employment Specialist for A-Check (legal name, DOB)
* Confirm salary and schedule and projected start date (if not contingent on background check or salary/schedule negotiations
* Provide Hiring Manager and backup point of contact numbers, email to continue communication, answer questions while awaiting background check or other negotiations

Follow-up e-mail message to phone call (if desired):

Hello SELECTED FINALIST NAME,

Thank you for taking the time to talk me with today. Here is the information regarding the background check process:

* 1. Look for an email message from A-Check America within one business day. The subject line will read: "**University of Washington - Criminal Background Check - Request for Information ACTION REQUIRED**" and the email will have A-Check website login instructions.  There is a 3-day time period to access the link.  Check the spam/trash/junk mail folder if you do not see a message from A-Check.
	2. Before accessing the A-Check system, please turn off any pop-up blockers you may be using.
	3. Notify me or NAME if you do not receive the A-Check email as expected.

Don’t hesitate to contact me if you have questions or concerns.

We’re looking forward to having you join our team!

*Hiring Mgr Signature Block*