

Pre-Offer Checklist

As you enter the final phase of the selection process, it is essential to carefully and thoroughly evaluate all finalists. Hiring managers play a critical role in ensuring new employees advance the University's mission, reflect its values, and contribute to a safe, respectful, and secure campus community. This includes completing appropriate due diligence for candidates who will access University systems and facilities or work closely with colleagues and students. Please review and complete the required steps outlined below before extending any offer of employment at Pepperdine. Once you have acceptance of a verbal offer, Human Resources will draft an official offer letter.

STEP 1: CONDUCT A BASIC INTERNET SEARCH

- Review publicly available online content (e.g., websites, social media) for any activity that may conflict with the University's mission, values, or goals. Do not attempt to access any information that is not visible to the general public (e.g. do not request to "friend," "follow," or "connect" with your finalist on social media).

STEP 2: SKILLS TESTING (Optional)

- Human Resources offers a variety of skills assessments, including basic writing, typing speed, attention to detail, data entry, Microsoft Office proficiency, and custom tests for skills relevant to each unique role. Contact [Human Resources](#) to create and schedule assessments for your finalist.

STEP 3: CHECK REFERENCES AND PERSONNEL FILES

- Notify your finalists before contacting the references listed on their application materials.
- Ask former employers about performance, reliability, and fit. Please reference the [Recruitment Guide](#) for a list of sample questions to ask during reference checks.
- For internal candidates, you must speak with their current/previous supervisor(s) and request to review their personnel file by contacting humanresources@pepperdine.edu.

STEP 4: DETERMINE THE APPROPRIATE SALARY

- The pay rate you offer should fall within the posted salary range and be determined by where your finalist's skills and experience fit within the listed required and preferred qualifications.
 - Top of range = meets/exceeds all required and preferred qualifications
 - Mid-range = meets all required and some preferred qualifications
 - Bottom of range = meets all required and little or none of the preferred qualifications
- Please note that any offers exceeding the posted salary range or involving changes to the posted title require prior approval from Human Resources before a verbal or written offer is extended.

STEP 5: MAKE A VERBAL OFFER

- Frame the conversation positively and authentically by sharing your excitement about the candidate, why you believe they will be a strong fit for both the role and for Pepperdine, and by expressing appreciation for their interest in joining your team.
- Communicate key employment details clearly, including the proposed start date, salary, schedule, and that the offer is contingent upon successful completion of required background screenings (criminal, education, and employment).
- Encourage candidates to take time to review the offer, ask questions, and discuss it with their family, and provide a clear date by which they should share their decision with you.