

# TENTATIVE JOB OFFER TIP SHEET



Please note that in many places extending job offers, tentative or firm, is the responsibility of the HR servicing activity. Please contact your HR servicing activity for practices and procedures that pertain to your organization.

## STEPS YOU HAVE JUST COMPLETED

- ✓ You have carefully evaluated your candidates (reviewed résumés, interviewed and checked references) AND you know who you want to hire.
- ✓ You have coordinated your selection decision with your chain of command.
- ✓ You have confirmed with your HR servicing activity who is responsible for extending the tentative offer.

## IF YOUR SELECTEE ACCEPTS:

### DISCUSS YOUR COMPENSATION DETERMINATION PROCESS

- Pay setting/compensation is determined by your command policies, selectee's current pay and HR regulations and instructions.
- Your HR professional in determining the documentation that will be used to create a compensation package.

### NEXT STEPS

- **HR Servicing Activity will initiate suitability review after tentative selection which MUST be cleared before the entrance on duty (EOD) date is set.**
- Remind your selectee that the job offer being made is not yet final until the official job offer is made (which occurs after a determination that all eligibility and regulatory requirements are met).
- If the selectee already works for you or your department and the new position does not have any additional pre-employment requirements (Example: physical, clearance), negotiate a start date. Send this information to your HR servicing activity.

## IF YOUR SELECTEE DECLINES:

- Move on to your next selectee, and repeat the process above, as applicable.
- If there is no alternate selectee, annotate on the referral certificate that your selectee declined and send the certificate back to your HR professional.
- A non-selection or withdrawal of an offer should be coordinated with your HR professional.



DEPARTMENT OF DEFENSE  
**DCPAS**  
Defense Civilian Personnel Advisory Service

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