



Making a Contingent Job Offer

After carefully evaluating each candidate by reviewing resumes, interviewing and checking references, you now know who you want to hire. Use this guide to understand the steps involved in making a contingent job offer to the person you want to hire.

- Contact the candidate to inform them that they have been selected for the position and that you would like to make a contingent job offer. Be sure to cover the following key points:
 - Position information
 - Contingent nature of the offer
 - Selection is dependent upon candidate meeting the legal and regulatory employment requirements.

If the candidate accepts the offer:

- Explain that they will be contacted by Human Resources (provide the name of the contact) to begin the pre-employment eligibility process.
- Discuss your compensation determination process
 - Inform the selectee that the pay setting/compensation is determined by your command policies, selectee's current pay, and HR regulations and instructions.
 - Ask for your selectee's current pay document to start making the compensation determination. (If your selectee is a current Federal civil service employee, ask for their latest Standard Form (SF) 50, Notification of Personnel Action, showing the salary information. If no SF 50, ask for their latest pay stub.) If your selectee declines to provide you this information, inform them of potential impact on the compensation determination.
 - Do not make any commitments regarding pay/compensation at this time as you may not be able to meet them.
- Request that your selectee refrain from sharing the contingent selection (with those other than their family members and their supervisor) until you have informed the other candidates of your selection decision.
- If your position is under National Security Personnel System (NSPS), complete the NSPS Pay Setting Worksheet following your command instructions.
- Send your selection certificate, copy of the selectee's SF 50/pay stub, and completed NSPS Pay Setting Worksheet, as applicable, to your HRSC consultant for action. In addition, if your selectee already works for you or your department and the new position does not have any additional pre-employment requirements (e.g., physical, clearance, etc.), determine/negotiate the new position start date and send this information to your HRSC and HRO consultants.

If the candidate declines the offer:

- Contact an alternate candidate on your list, if applicable.
- If no alternate candidate is available, indicate on the certificate that your selectee declined and send the certificate back to your HR contact.
- Move on to your next selectee, as applicable.