

## Guidance for Line Managers when making a Verbal Offer

- You should do this as soon as possible, ideally by telephone, as any delay could be crucial if, for instance, the person has other job offers to consider.
- Ensure the candidate understands that the offer is subject to the successful completion of satisfactory pre-employment checks.
- Be positive and enthusiastic – provide brief feedback on how well they performed.
- If not already done at the interview stage, check if the candidate has the right to work in the UK. N.B. if they require a Visa this will impact their start date.
- You will need to confirm the salary to be offered. Please ensure that this is agreed with your departmental approver (for academic departments and the Faculty Office) and/or HR as appropriate **prior** to the verbal offer. If you are not based in a Faculty, you should agree the starting salary with your line manager.
- If you anticipate there will need to be negotiation around the salary remember Imperial has a policy on starting salaries which you can find [here](#).
- You will need to discuss a potential start date. Be realistic about the potential start date and do not pressure the candidate to start before they are ready/comfortable. Remember they will have pressures on them such as finishing projects/work with their current employer, relocation, notice periods, etc. Remember there are various processes that need to be completed before a candidate so allow at least 5 weeks before a candidate starts (possibly longer if they need a Visa).
- Check whether the candidate has anything further they want to ask or anything else that needs to be clarified at this stage.
- Without pressurising the individual, try to establish whether they are likely to accept the offer. In most cases the answer will be yes, but sometimes people may need some time to consider your offer. If this is the case agree a timescale for them to confirm their decision with you.
- Briefly explain the next steps e.g., HR will issue a formal offer of employment, reference will now be taken up, etc.
- You should also consider agreeing a follow up call/visit. This is an opportunity to continue discussions on the appointment, enable the candidate to visit/see the work environment and meet colleagues in a more relaxed environment.
- **Be aware that any verbal promises about conditions and benefits will have contractual force: Remember that anything you agree with the candidate at this stage is subject to the formal offer of employment being issued and a signed copy returned by the individual.**

## Helpful Links

Starting salary guidance: <https://www.imperial.ac.uk/human-resources/recruitment-and-promotions/recruitment/starting-salary-guidance-/>

Salary scales: <https://www.imperial.ac.uk/human-resources/pay-and-pensions/salaries/>

Types of visas and how to apply: <https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/types-of-visas-and-how-to-apply/>

Academic Technology Approval Scheme (ATAS): <https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/academic-technology-approval-scheme-atas/>

Induction guidance: <https://www.imperial.ac.uk/staff/new-staff/guidance-for-managers/inductionpack/>

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