

# Selecting a Candidate & Extending an Offer

Departments/units select their final candidate through Jobs@UVA. In the case of Managerial and Professional and Operational and Administrative University Staff positions as well as wage jobs, the departments/units recommend a salary through Jobs@UVA that is reviewed by University Human Resources (HR Consulting Services). HR Consulting Services works with the department/unit representative to establish a salary that is competitive with the market and consistent with the [Pay Practices Program for University Staff Employees policy \(HRM-024\)](#).

Salaries are determined by the applicant's educational background, experience, and job-related salary history; the type of position; the competitive market range for the job, the impact to current employees' salaries in the department/unit and University; and the availability of funding. Once the salary has been determined, HR Consulting Services will officially extend an offer of employment to the final candidate on behalf of the University. Only HR Consulting Services is authorized to make offers of employment for Managerial and Professional and Operational and Administrative University Staff positions as well as wage jobs unless the department/unit has obtained a delegated hiring agreement with HR Consulting Services.

Departments/units select the final candidate and determine the salary directly in Jobs@UVA for University Executive Staff. HR Consulting Services is available to provide salary market information and assistance in arriving at a final salary. The employment offer is made directly by the hiring department/unit.