

# Los Angeles Community College District Personnel Commission

## Extending an Offer of Employment

In the classified service, once the hiring authority has made a selection, the selected candidate is contacted and made a tentative offer of employment. The purpose of the tentative offer is to permit time to certify that the hiring process has been conducted in accordance with all applicable laws, policies, and rules of the District and Personnel Commission. Once this audit has been completed, a final offer of employment can be extended and a confirming letter sent to the new employee.

Many candidates will not ask questions regarding employment conditions and benefits until they are extended an offer of employment. When you make both the tentative and final offer of employment, you should be prepared to answer a number of basic questions. If you don't know the answer to a question, tell the candidate you will get the answer and get back to him/her. You can also refer the candidate to the District and Personnel Commission Websites where an abundance of information is available or direct to the Department that can best answer the question.

Some typical questions include:

- What types of health insurance do you offer?
- Am I required to join a union? What are the dues?
- How much vacation time would I receive in the first year, second year, etc...?
- When do I become eligible to take vacation?
- How are illness days compensated?
- Will I be eligible for overtime?
- Do you offer employees tuition reimbursement? When is an employee eligible?
- Do you provide programs for working mothers? Child Care?
- What is the salary? Bonuses, etc...
- Do you pay for review courses and test materials for professional examinations?
- Is there a retirement plan?
- Is there a probationary period? How long?