**HIRING MANAGER SCRIPT**

**Making the Offer**

Hi \_\_\_\_,

I am extremely pleased to be contacting you, to discuss the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ position at the University of California, Agriculture and Natural Resources, \_\_\_\_\_\_\_\_\_\_\_\_program/unit.

After a period of review and deliberation, we have chosen you as our selected candidate. Are you still interested in the position?

**If not:**

That’s unfortunate, but we thank you very much for your time and wish you luck with your professional endeavors.

**If yes?**

That’s great!

**Compensation**

Your skills and experience have been reviewed by our compensation specialists and a comparison against internal applicants was done to ensure pay equity is maintained. We have been given approval to offer you \_\_\_\_\_\_\_\_\_ annually or \_\_\_\_\_\_\_ an hour.

Additionally, UC benefits are some of the best in the state. For our full-time career staff, we offer medical, dental, and vision health benefits, retirement options, disability insurance, tuition discounts, and many other valuable advantages.

**How they’ll matter – does their role have a greater meaning and how does it tie into the overall organization?**

**UC Agriculture and Natural Resources** has employees in 57 counties, 9 Research and Extension Centers and 6 statewide programs throughout California. The employees in those locations refer to themselves as the “boots on the ground” of the University of California system.

**UC ANR delivers healthy food systems, healthy environments, healthy communities and healthy Californians.** From more bountiful berries to safer food to cleaner water, ANR turn**s science into solutions.** In your position, you will be directly influencing the improvement in the lives of Californians by \_(prepare to list specific responsibilities of impact)\_\_\_\_\_\_\_\_\_.

(For those people who might ask more about what ANR is or what they do:)

We help farmers develop more-efficient growing methods, solve pest management problems, and develop crops and irrigation methods that use less water. We help develop smart water-use strategies, develop wildfire education, and help preserve natural areas and farmland. We promote healthy diets and exercise for better health, help Californians learn to choose the most nutritious foods, and help shape the citizens of tomorrow through the 4-H Youth Development Program.

**What’s the scope for room to grow/ professional development**?

UC ANR is proud to have a robust Learning and Development site full of career planning tools. Our catalog is full of webinars and online training modules as well as information on instructor-led training opportunities. There are general, job mastery, and competency catalogs as well as access to thousands of subject matter expert video courses at your fingertips through our agreement with a third party vendor.

We hope to retain you as an employee and as such, we encourage our staff to take advantage of all the training they can to become the best people they can be and the best stewards of UC. We have position openings throughout the state available for you to apply to advance your career. Additionally, there are 10 campuses in UC with plenty of opportunities for you to transfer your skills while retaining your seniority.

**Describe the work/life balance**

UC-ANR cares about the mental and physical well-being of its employees. We work to identify resources that are available to staff at different locations and make recommendations to address staff needs. In addition, the UCNet site offers system-wide resources for maintaining a healthy lifestyle.

**Follow Up**

Please let us know by \_\_\_\_\_\_\_\_\_\_ if you accept this position. We look forward to working with you!