

Job Offer

All offers of employment are extended by either Human Resources or the Dean of the School of Medicine.

Title: _____

Start Date: _____

All non-exempt employees will start on a Monday, unless there are extenuating circumstances

Candidate: _____

If student employee, include the student ID

End Date (if academic): _____

Academic employees will have an end date of August 31 unless otherwise specified

Salary: _____

Hourly or monthly will be determined based on title

Startup Package (if applicable):

Full Time Equivalency: _____

FTE, hour many hours worked per week

Approvals

Hiring Manager

Date

Department Head (Dean/Director/Chair)

Date

For HR Business Partner completion, if applicable

Faculty Affairs approval (if faculty position)

Date