CLASSIFIED OFFER LETTER TEMPLATE

[Date]

[Name]

[Address]

[Email Address for Background Check Authorization]

Dear [Name],

I am pleased to offer you a classified employee appointment, working [9,10,11,12 months per year], as [Title] in [Department] at Idaho State University. This initial appointment will begin on [start date] and has an hourly rate of [$] at [x] hours per week along with Idaho State University’s comprehensive benefit and retirement package. In this role, you will report directly to [immediate supervisor]. The typical duties and responsibilities for this position are outlined in the attached position description.

This offer of employment and the anticipated start date are contingent upon the successful completion of a background check. Idaho State University has partnered with HireRight for the completion of pre-employment background check services. You will receive email communication from HireRight with instructions on how to complete your background check application. Please contact the Idaho State University Office of Human Resources at 208-282-2517 if you have any questions regarding HireRight or the pre-employment background check.

You will be required to complete a 1,040-hour probationary period. During this time, employment may be terminated, either by you or your employer, at any time, for any or no reason. [ADD IF LIMITED SERVICE: Additionally, this is a limited service position, for which funding for the position may not be on-going, and can be eliminated, should the funding source end. Please sign the enclosed Limited Service Agreement and return it with your offer letter prior to your first day of work.] It is your responsibility to accurately account for all hours worked daily in your time reporting. Please indicate your acceptance of this offer by signing and returning a copy of this letter to [issuing office] by [day and date]. You may fax your response to [fax number], or email a scanned copy to [email address].

Once the HireRight pre-employment background check has been completed and you have been cleared to work, you will receive an email from the Human Resources Office. This will include details on how to complete the necessary new hire paperwork, which needs to be done on, or before, your first day of work, and details for scheduling an appointment for your benefits enrollment session. Please contact Human Resources at (208) 282-2517 if you have any questions regarding new hire paperwork or benefits information.

We are very pleased to have you as a member of the University community and we look forward to welcoming you to Idaho State University.

Sincerely,

[Name and Title of Issuer]

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| --- | --- |
| Enclosures: | Position Description  Limited Service Agreement (if applicable) |
|  |  |
| CC: | Stephanie Richardson, HR Specialist  Name, University Business Partner |

**I accept this offer of employment under the terms described above.**

[Name] Date