

EMPLOYMENT OFFER LETTER TEMPLATE - PROMOTION/TRANSFER APPOINTMENTS
To be modified by hiring department as appropriate

Date

Potential New Staff Member
Street Address
City, State Zip Code

Dear

This letter is to offer you the position of _____ at the University of New Hampshire (UNH) (indicate full department name) _____, effective _____, with an hourly rate of \$ _____ (for OS) OR an annual salary of \$ _____ (for exempt staff). You will work under the direction of _____, at (address of where hire will be working). This job offer and start date are contingent upon successful completion of the background check process. You will receive an email from the background check vendor, HireRight, with instructions to complete the background check process. Please respond to this request at your absolute earliest as the background check can take up to two weeks to process.

This appointment is _____% time.

Your employment begins with a subsequent introductory period during which you and your supervisor can assess if your performance in this position is progressing satisfactorily. No later than 6 months from your date of hire, your performance will be evaluated.

(for heavy duty positions)...This assignment to work will follow a medical examination, which will be scheduled by your department, to determine your ability to perform the essential requirements of the position.

(for safety sensitive positions)...This assignment to work is contingent upon passing (negative result) a drug and alcohol screening test and having no violations of DOT agency regulations documented in the records of drug and alcohol testing carried out by previous employers during the previous two years. You are required to provide written consent for UNH to obtain such records as are required by DOT agency regulations. In this assignment you will also be subject to ongoing random drug and alcohol screening.

(for term positions)...This term position has a target end date of _____, but this date is contingent upon available funding, acceptable performance evaluations, and business necessity. Any changes in the term position will be implemented with written notice to you in accordance with USNH personnel policies.

(for temporary positions with benefits)... This temporary position with benefits has a target end date of _____, but this date is contingent upon available funding, acceptable performance evaluations, and business necessity. Any changes in the temporary position with benefits will be implemented with written notice to you in accordance with USNH personnel policies. If the position is to be filled on a longer-term basis, a search will be conducted and you would be welcome to apply.

(for grant positions)...This position is funded by money awarded to the University of New Hampshire by external sources. Your employment is contingent upon funding, the project scope and your satisfactory performance. Faculty and staff having any portion of salary paid from sponsored programs are required to complete Effort Reporting and Certification training. This web-based training must be completed within the first 30 days of initial employment and once every three years thereafter:
www.unh.edu/osr/training/effort_training/.

(for PAT positions)...At UNH full time positions (100%) require exempt employees to work at least 40 hours per week. This position is ____% time. I will discuss your work schedule with you.

(for Supervisory Roles)... UNH is committed to enhancing and sustaining an educational community that is inclusive and equitable with a long-standing commitment to equal employment and educational opportunity for all qualified persons. As part of your new position responsibilities as a supervisor, you will be required to complete an additional module - “Supervisor Supplement”, in the on-line Discrimination and Discriminatory Harassment prevention training. Once HR is notified of your promotion or transfer into your supervisory role, you will be registered for this module and receive e-mail notification from our third-party vendor, *Workplace Answers*. This e-mail is not junk mail so please do not delete it. The subject line of this e-mail will read: UNH Discriminatory Harassment Course Registration for YOUR NAME. It will also contain detailed information regarding the training and your personalized account link. Please plan to complete the training within 30 days of receipt. Should you have questions about your account access or registration for this additional requirement please contact Christina VanHorn at 862-0519.

Please let us know of your decision to accept this offer in writing by _____ (date)

Sincerely,

cc:

.....
I accept this offer:

Name

Date