MEMORANDUM

Date: June 30, 2023

TO: Offer Letter Preparers

FROM: Ryan Holcombe, Director of Talent Acquisition

SUBJECT: Offer Letter Update and Instructions

Updates to Templates:

* Extension of FlexWork@RU

Updated Instructions:

Microsoft Word will **not** show red underlines for misspellings. Please manually spell check.

If additional contingency language is required in the offer letter to match any contingency language in the posting, please contact your UHR Talent Acquisition Representative for a modified offer letter template. For example, if “Consideration to interview will also be given to applicants who have not yet graduated with a Bachelor’s degree. Documentation of the required Bachelor’s degree must be provided prior to the commencement of employment,” is listed on the posting, the offer letter must be updated to read, “This offer of employment is contingent upon successful completion of all pre-employment screenings and meeting the minimum qualification requirements including completion of a Bachelor’s degree prior to the commencement of employment.”

Most editable fields are prefilled with grey text that provides instructions on what to enter. Once you begin entering text, the preloaded grey text disappears, and if you delete all text in the field, the grey text returns. One exception is the paid time off section. The field is preloaded with editable sentences. Modify as needed and delete any unneeded text.

After completing the fields in the Word document:

1. Upload to DocuSign and send,
2. Print to PDF and use Adobe to digitally sign, or
3. Print a hardcopy and sign.