



University of Missouri-St. Louis
1 University Boulevard
Saint. Louis, Missouri 63121-4400

Date: _____

Department Name: _____

Candidate Name: _____

Street Address: _____

City, State and Zip Code: _____

I am pleased that you have verbally accepted our offer of employment. Welcome to the UMSL Family! To formally acknowledge the offer and your acceptance please review the below information, sign and return a copy to our office.

Title: _____ Start Date: _____ Hourly rate of: _____

Please note: You will need to provide documentation that verifies your identity and eligibility to work in the United States. (Employees usually provide a driver's license and Social Security card, or substitute a passport.) Pursuant with Federal Law and University Policy, you must provide these documents on or before your date of hire. Your department will schedule a time on or before your date of hire to review the documents.

Any offer of employment is contingent upon the successful completion of a Criminal Background Check (CBC) and final reference checks. Based on the results of the CBC, an offer may be rescinded. You may not begin employment as a staff member with UM-St. Louis until Human Resources is in receipt of a completed CBC. Upon return receipt of this offer letter to Human Resources, you will receive an email from our CBC provider (HireRight) requesting the completion and authorization of your CBC. If you have not received an email from HireRight within 48 hours please contact Human Resources at 314-516-5805. Upon completion of the CBC, you will be sent an email with instructions on how to complete the following on-boarding documents; W4, I-9, Direct Deposit, Appointment Notification, Personal Data Form.

You should report to the Recreation and Wellness Center, at 8 A.M. on _____, located North Campus for New Employee Orientation. At that time, HR representatives will give you an overview of University policies and procedures, as well as the benefits programs available to you, and assist you in completing essential new employee paperwork. You will receive an email from Human Resources the Friday before orientation with more details.

You will be considered a full-time employee of the University. As such, you will be entitled to participate in a broad array of benefit programs that the University makes available. Information on these programs can be found at www.umssystem.edu/totalrewards. Certain programs require your enrollment within the first 30 days of your employment. Most programs will require a contribution on your part to participate. It is important to note that participation in the UM Retirement, Disability, and Death Benefit Plan is mandatory and that this program will require contributions on your part.

Our department's office hours are _____ to _____ with a lunch. However, department schedules may vary. Of course, all employees are expected to put in whatever time is required to get the job done.

I am very much gratified by your acceptance of our offer, and I look forward to seeing you soon. In the meantime, if you have any questions or concerns, feel free to contact me.

Sincerely,

I, the candidate referenced above, confirm acceptance of this offer.

Hiring Manager: _____

Title: _____