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Today's Date

Dear:

I am pleased to offer you the position of **{title} {jobcode}** within the **{department}** at the University of Iowa. The position offered is **{full-time/\_\_\_% part-time}** at a **{salary}** of **{$$$}** per year. Your employment is scheduled to begin on **{date}**, and your anticipated hours of work will be **{days}** from **{hours of work}**. **{Insert probation period language if required – see probation note below}**. Your employment is contingent upon completion of a successful criminal background check.\*

Your employee benefit elections will remain the same, unless you are changing between bargaining/non-bargaining status. Detailed information regarding University benefits may be obtained from the Benefits web site: http://hr.uiowa.edu/benefits. Any questions concerning the benefit programs may be directed to the University Benefits Office (319-335-2676).

The University of Iowa is committed to the creation and maintenance of a positive work environment for all. Toward this goal and per the University of Iowa’s [*Policy on Sexual Harassment and Sexual Misconduct*](https://opsmanual.uiowa.edu/community-policies/sexual-harassment-and-sexual-misconduct/education-programs), you are required to successfully complete an approved harassment prevention education course during the first two months (six months if not identified as an academic administrative officer per the policy) of employment and to complete periodic trainings as outlined in the university’s Policy on Sexual Harassment and Sexual Misconduct. Once you begin employment, you may satisfy this requirement by completing an approved online course or instructor-led course (if available). To view your initial due date for completion of this course, login to the [UI Compliance & Qualifications system](https://compliance.hr.uiowa.edu/my_compliances), locate the “Harassment Prevention” compliance on your dashboard, and click “View Details.”  The appropriate harassment prevention courses based on your current role at the university will be displayed. Simply click the “Enroll in Course” button to begin. Further information about the education requirement and login instructions are available on the Office of Institutional Equity’s [Harassment Prevention Education website](https://diversity.uiowa.edu/programs/training-programs/harassment-prevention-education-course-information)

As required by federal contracting regulations, the University of Iowa must provide persons who have been extended a job offer the opportunity to self-identify as a protected veteran and/or as an individual with a disability. This information is used to monitor and report on the university’s equal employment opportunity/affirmative action programs. Submission of this information is **voluntary,** and refusal to provide it will not subject you to any adverse treatment. Please take a moment to visit the [Post Offer Self-identification website](https://jobs.uiowa.edu/postOffer) and complete the voluntary self-identification form. If you prefer to complete the form by mail, please contact the Office of Institutional Equity via email ([oie-ui@uiowa.edu](mailto:oie-ui@uiowa.edu)) or phone (319-335-0705).

We encourage you to contact your HR Representative to discuss your needs if you are a person with a health condition or disability and need assistance related to your new position.

\* A criminal background check is required if an employee transfers from a position for which a criminal background check was not conducted at the point of hire to a regular position or to a position designated as security-sensitive. If an employee transfers from any position where a criminal background check was conducted at the point of hire to a regular position or a position designated as security-sensitive, the college/division may elect to conduct a criminal background check. If a criminal background check was conducted within the last year the college/division may choose to review the results of the original criminal background check to determine nexus of conviction(s) to the new position. For further information please on internal transfers see <https://hr.uiowa.edu/policies/background-checks> .

OPTIONAL LANGUAGE THAT MAY BE INCLUDED IN THE OFFER LETTER:

Please report to [insert location] at [time of day].

This offer of employment will be withdrawn if not accepted by [date].

A valid driver’s license is required for this position. Your offer of employment is contingent upon a review of your driving record and compliance with the standards of the University of Iowa’s Driving Policy. Failure to meet the requirements of the University of Iowa’s Driving Policy may result in the withdrawal of the employment offer.

I am enthusiastic about you joining our merit staff and look forward to working with you. To indicate your acceptance of this position, please sign and date below the attached copy of this letter and return it to me in the enclosed envelope.

Sincerely,

(Signature)

Name, Title, etc.

Accepted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Special federal and state tax withholding rules apply for nonresidents with immigration status F1, J1, J2, H1B, TN, O1, Asylee and Refugees.  For more information regarding these rules, please contact the [Payroll Office](mailto:at%20payroll-nra-web@uiowa.edu)

**Probation Note:** Insert “You will serve a 6-month probation period” if a probation period is to be served. There is no probation period for a current permanent employee who has successfully served a probation period in the current classification while in continuous employment. If you need assistance determining if a probation period will be served, please contact Employment Services through email at [merit-employment@uiowa.edu](mailto:merit-employment@uiowa.edu) or call 319-335-2658.