

Employment Offer

Note: Supervisor is responsible for scheduling a campus tour for the new hire

A conditional offer of employment was made to:

Legal Name (First, MI, Last) _____

Position Title & Code (if known) _____

Department _____ Start Date _____

Account Number(s) _____ Pay Rate _____

Is this position budgeted? ☐ Yes ☐ No

How many hours per week? _____ How many hours per year? _____

If this is not a year round position, is it for the academic year? _____ (# of months) _____

Is this position seasonal (please describe)? _____

Has this person worked for Whitman before? ☐ Yes ☐ No If yes, ID # _____

Approximate last date of Whitman employment: _____

All internal and interviewed candidates have been notified: _____

All printed applications/resumes shredded or sent to HR: _____

Post-offer physical required:* ☐ Yes ☐ No

If a background check has not been done previously, one is required. Contact Krista Garcia ex. 5172 to schedule a pre-employment physical and coordinate a required background check. Background checks are done by email and an email address is REQUIRED.

Supervisors Name: Printed _____

Signature _____

Date _____

Please have this person come to Human Resources (Mem 104) prior to or on the first day of employment to fill out paperwork. Must bring identification for I-9--see list on page 2 (1 from List A OR 1 from List B and 1 From List C)

HR ONLY:

Employment Physical Scheduled for _____

Background Email Sent _____ Datatel Number: _____

Personnel Folder Prepared _____ Benefit Folder Prepared _____

RETURN OR EMAIL THIS FORM TO HUMAN RESOURCES ALONG WITH GREEN BINDER