

Departmental Header

Date

CONFIDENTIAL

Name

Address

City, State, Zip

Dear {Insert Name},

I am pleased to offer you an appointment as an Extra Help Employee coordinated through Illinois Human Resources. As we discussed, the start date for this position is {Insert Date} or as soon as possible after the completion of the steps and processes outlined below.

This offer is contingent upon your successful completion of a criminal background check process in accordance with the University of Illinois Background Check Policy. Following your acceptance of this offer, you will receive an email from HireRight Customer Support: [noreply@hireright.com](mailto:noreply@hireright.com). The background check process will not begin until you provide authorization by responding to the email from HireRight Customer Support, so please respond promptly to this request. You can find the University policy, the Urbana Campus Guidelines for Implementation of the Background Check Policy, and a set of Frequently Asked Questions (FAQs) at <https://humanresources.illinois.edu/job-seekers/background-checks.html>.

The University of Illinois System requires candidates selected for hire to disclose any documented findings of sexual misconduct or sexual harassment, and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, you may visit the Policy on Consideration of Sexual Misconduct in Prior Employment: <https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=1411899>.

In addition, if you have not already done so, you will be required to document your eligibility for employment as required by the Immigration Reform and Control Act of 1986 (I-9 form) on or before your first day of work.

If you choose to accept this offer, please return a signed copy of this letter by close of business on {Insert Date}.

Sincerely,

**Departmental Name**

I \_\_\_\_\_ accept the offer letter above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_