**Email template to give onboarding contact**

***Please be sure you have CALS HR approval to make the offer before you call the selected candidate. Please only send this if the person has given verbal agreement.***

<Name>,

I am pleased that you have agreed to join the <operational area> team in the <name of Department>.

We are drafting your official appointment letter and will send it to you in the near future. With this letter you will receive further information about your employment with us, including salary, start date, benefits, parking, UW ID card, etc.

I will be your “onboarding contact” and will be happy to answer any questions about this new position prior to your start date. Please do not hesitate to contact me at <contact information>.

*If this hire needs a CBC*: The Dean’s Office will submit your name to UW’s external vendor GIS/Compli-9 to initiate the routine background check for new hires. Please watch for an e-mail from GIS/Compli-9 and respond promptly to avoid administrative delays. Be aware that some email programs may filter this message to your spam folder.

*If we need a resume/CV:* Please send me a copy of your current resume/CV.

We are excited to have you join the <name of Department>!

Sincerely,

< Onboarding Contact>

Cc: <Supervisor>