**Email template - Onboarding Coordinator to New Employee – 1st contact**

*Purpose: Introduce yourself as the onboarding contact*

*Timing: 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 <Unit Name>.

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. In the meantime, feel free to check out our new employee webpage: <https://hr.cals.wisc.edu/new-employee-welcome/> where you can learn a lot of great information!

I will be your onboarding coordinator and am 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 HireRight to initiate the routine background check for new hires. Please watch for an e-mail from HireRight 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 <Unit Name>!

Sincerely,

< Onboarding Coordinator>

Cc: <Supervisor>