

Offer Letter Templates

Revised 10/5/18

Workday Recruiting Offer Letters:

Before submitting the offer letter generated in Workday, please review and edit as necessary for readability, i.e. ensure the unit name in the first sentence makes sense. Add the Background Check Instructions shown below to EVERY offer letter. If applicable, also add the language shown below for grant-funded positions and/or moving expenses.

Background Check Instructions

Prospective employee, current employee (in specific instances) or volunteers are required to have a criminal background check.

Sterling Talent Solutions is our service provider. Soon you will receive an email from SterlingBackcheck.com and “Texas A&M AgriLife – Background Screening Instructions” will appear in the subject line. Please check your junk or spam folder if you do not see this in your inbox. The email will contain a link to a secure server.

Using the link provided in the email, you will log into a secure server where you will create a User ID and password. You will then enter the information required to perform the criminal background check.

You must give your consent to complete the check via this website and you will receive copies of all documents you complete. ALL requirements must be completed before the check can be conducted.

- The link provided in the email will expire in a short time frame, so it is critical you respond immediately upon receipt.
- Failure to consent and complete the required information will make you ineligible for employment or volunteer purposes.

Questions can be directed to: **Texas A&M AgriLife Human Resources**, (979) 845-2423,
HRBackground@ag.tamu.edu

Grant-funded positions, insert after 1st paragraph:

Continued employment in this position is contingent upon availability of funding.

If moving expenses are offered, insert after 1st paragraph:

To facilitate your relocation, we will also allocate [ENTER DOLLAR AMOUNT], less taxes, to cover moving expenses you may have. If you have questions regarding the lump sum moving expense, please contact the Payroll Director at (979) 845-4260.

County Extension Agents

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Offer Letter Templates (if Workday Recruiting is NOT used):

[New Employee or Rehire](#)

[Transferred Employee](#)

[Temp/Casual Employee](#)

[Graduate Assistant](#)

[County Extension Agents](#)

[Background Check Form](#)