

FAS Request for Formal Offer Letter Information

In order for us to construct the formal offer letter, please send this completed form back to FAS Recruitment Services at recruitment@fas.harvard.edu. FAS Recruitment will send your candidate an email containing the formal offer letter.

If you have not already done so, it is necessary that at this time you update the HR status and disposition reason for any remaining applicants in the candidate pool. This is a requirement for the University's compliance with OFCCP (Office of Federal Compliance Programs) regulations, as a recipient of Federal funds Harvard must be in compliance with OFCCP regulations.

Please Note: All search files and interview notes must be retained for this position for 3 years.

1. Requisition #:
2. Department:
3. Candidate's name:
4. Candidate's email address:
5. Candidate's address:
6. Start date:
7. Schedule (not applicable for full-time exempt positions):
8. Actual salary to be paid (verbal offer amount):
 - For exempt position, provide FTE:
 - For non-exempt position, provide hourly rate:
9. Is this a grant-funded position? (Yes or No):
10. If this is a term position, dates of the term:
11. Name of individual responsible for department orientation and training:
12.
 - A). As the requestor of this offer letter you will receive a copy: **(Insert name of requester, business title)**
 - B). The recruiter as listed on the requisition: **(insert name of recruiter, business title)**
 - C). The hiring manager as listed on the requisition: **(insert name of hiring manager, business title)**
 - D). Your HR consultant:
13. If you wish to cc any additional individuals on the offer letter please include names and business titles:
14. Please identify any other candidates you interviewed for this position that you would strongly recommend for future consideration: