From: Spiers, Peggy  
Sent: Monday, April 06, 2015 9:56 AM  
To: MU HRS HRDC; MU HRS eRecruit HM Contacts  
Subject: Updated statement in the offer letter templates

Colleagues -

We have updated all offer letter templates at the request of General Counsel’s Office. Revised statements have been prepared by the General Counsel’s Office to broaden the description of the background check process that is communicated to New Hires, Rehires and Transfers. The new statements take the focus off of just the review of criminal history, and reflects the scope of checks that are identified in HR Policy 504. The recruiters will begin using the updated templates beginning today, April 6, 2015 for staff offer letters. Revised academic offer letter templates are available on the HRS website. The revised statements have been shared with Graduate Studies so the Post Doctoral Fellows templates will also be revised.

The reason for the update to this information is linked to a change in the elements of the basic package we are purchasing from HireRight. For those of you who initiate background checks as a final part of the recruitment process, our package is still labeled “Package 1- Basic Package”. The additional checks are for databases that include individuals who have defrauded the federal government.

If you have any templates saved on local drives, please replace them with the new templates. There are a few other small word changes in other parts of the templates. So please replace the entire template. Please let us know if you have any questions, about these template updates.

Peggy Spiers & Tim McIntosh