

MPP Offer of Employment Letter Checklist

Offer of Employment Letters for MPP positions should include the following:

- Working title
- MPP classification (Administrator I, II, III or IV)
- Monthly salary
- Annual salary
- Moving and/or relocation reimbursement, if any
- Appointment effective date
- Person to whom the MPP position will report (name and working title)
- Enclose position description
- Indicate that offer of employment is contingent on successful completion of criminal background check
- Indicate that written acceptance of offer of employment is required
- Indicate that the employee will be required to sign the state loyalty oath and provide proof of identify and authorization to work in the United States, as required by the Immigration Reform and Control Act of 1986.
- Include following statement: "In accord with §42723 of the Management Personnel Plan, service as an Administrator (indicate level) is at the will and at the pleasure of the (indicate President or Chancellor, as appropriate). No tenure or permanent status is granted with this appointment, and no tenure or permanent status can be achieved within the MPP."
- Include following statement: "Future changes in salary and benefits will be in accord with §42721 of the MPP, and salary increases will be based upon the merit of your performance and the needs of the (indicate campus or Chancellor's Office) as determined by the (indicate President or Chancellor)."
- Date, time, and location of scheduled appointment to process employment paperwork
- Instruct the employee to review enclosed list of documents that employee must bring to meeting
- Date, time, and location of New Employee Orientation
- Closing statement of best wishes, including instructions on who to contact if the employee has questions
- Signature of hiring manager
- Copy to personnel file
- Include signature/date block for employee's acceptance of employment offer with statement such as, "Please sign below to indicate your acceptance of this offer and return one copy to Human Resources."

Note: This document is intended for use by CSU staff, administrators and executives involved in HR functions. It is not intended to be a complete list and is subject to change.