



**Offer Letter Tips for Hiring Departments:**

- Executive Service appointments are normally at 1.0 FTE, but may not be less than 0.5 FTE. If being appointed at less than 1.0 FTE, indicate FTE and hours per week in the offer letter.
- If the Executive Service appointment will be in Visiting, Acting, or Provisional status, that will need to be indicated in the offer letter with the appropriate end date.
- Include any post-hire requirements, such as certification, licensure, etc. and deadlines to obtain them (as applicable) in the offer letter.