

Offer Letters

An offer letter is required for all Graduate Assistant Appointments (Hire, Rehire, Add Assignment, Reappointment).

Draft: Kathleen [REDACTED]: Graduate Assistant Hiring Process - Initiator Step

Graduate Assistant Hiring Process [Download PDF](#) [Forms & Workflow Path](#)

Personnel Number: 005

Personal Data Organizational Data Pay and Cost Additional Information Ad Hoc Approvers **Notes** Acknowledgement Section Attachments

Add a comment

Acknowledgement Section

I verify this form is complete to the best of my knowledge: ☒

Note: * The messages below are for informational purposes only but, acknowledgement of each message is needed in order to complete the form submission. Please check the box next to each message to indicate you have read the message. Once completed, click the "Send" button.

Form I-9 is required – please complete an electronic I-9: ☒

Please attach Disclosure and Consent form: ☒

Please attach Offer Letter. ☒ ZHPA_FORMS/672

General Attachments

Last revised 4/2/2025