A close-up of a sign

Description automatically generated

**Email Template – Information required for hiring department to provide to Sr. Recruiter (**[**cmar31@lsuhsc.edu**](mailto:cmar31@lsuhsc.edu)**) to initiate onboarding process.**

Hello,

The School of Allied Health, Department of <XXX> has made a candidate selection for the following position:

* + Job title
  + Position number
  + Candidate name
  + % Effort
  + POA/Regular (if POA, end date)
  + Proposed salary
  + Proposed start date
  + Report to position number/name
  + Departmental/hiring manger contact person

This candidate selection and proposed salary has been approved by the School of Allied Health’s Dean office.

Please contact me at <CONTACT DETAILS> to discuss start date and onboarding details.

Approvals:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. Erin Dugan, Ph.D., Interim Dean,

School of Allied Health

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yahaira Amaya, MS-HCM

Assistant Dean of Administration and Finance

School of Allied Health