

**Email Template – Information required for hiring department to provide to Sr. Recruiter (****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