



WASHINGTON COLLEGE POLICIES

EMPLOYMENT OFFER

The Office of Human Resources will determine salary and notify the hiring official and they should proceed with the completion of the [Employment Authorization Form](#) in its entirety and forward to The Office of Human Resources. As soon as the Employment Authorization form is received, an offer of employment will be extended to the candidate.

Only the Provost or Director or Human Resources may extend a written employment offer. All employment offers are contingent upon successful completion of a pre-employment background check and other applicable hiring procedures. If the pre-employment background check results are unsatisfactory, the offer will be revoked. If the pre-employment background check results are satisfactory, the Director of Human Resources will send an employment offer letter and the employee will be scheduled for orientation.

The employee must visit the Office of Human Resources to complete the pay pack before their first day of work.

REV 01/2009