

College of Medicine Administrative Affairs

Letter of Offer Checklist for Postdoctoral Associates

In accordance with the rules of the University of Florida and College of Medicine guidelines, certain items must be included in the Letter of Offer. (See list below)

- _____ 1. Date
- _____ 2. Title and Job Code
- _____ 3. FTE
- _____ 4. Department and College
- _____ 5. Salary
- _____ 6. Employment Begin and Employment Statement
- _____ 7. Duties and Responsibilities (Include effort %)
- _____ 8. Employment Conditions
- _____ 9. Outside Activity and Conflicts of Interest
- _____ 10. Health/Risk Assessment Statement
- _____ 11. Federal Healthcare Programs
- _____ 12. Intellectual Property
- _____ 13. Direct Deposit Program
- _____ 14. Leave Benefits
- _____ 15. HIPAA Privacy Statement
- _____ 16. Immigration
- _____ 17. Fringe Benefits
- _____ 18. Moving Expenses
- _____ 19. Background Check Statement
- _____ 20. Choice of Law
- _____ 21. Signature Line

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