

Recruit Workflow: Today's Date

Recruit Workflow: Person ›› Default: Addresses : Address

Recruit Workflow: Person ›› Default: Addresses : City, Recruit Workflow: Person ›› Default: Addresses : State/ProvinceRecruit Workflow: Person ›› Default: Addresses : Postal Code

Dear Recruit Workflow: Person : First Name,

Congratulations! On behalf of OHSU, I am pleased to offer you employment with Recruit Workflow: Posting Department for the position of Postdoctoral Scholar with an annual salary of $Recruit Workflow: Offer Amount (Value Only) which will be paid on a bi-weekly basis. Confirming our recent discussion, this appointment is a full-time position with a start date of Recruit Workflow: Proposed Start Date. This position is an “employment at will” position, which means that you or OHSU may end your employment at any time.

This offer is contingent upon the acceptable results of a background check and drug test (if applicable), satisfactory reference checks, credit check (if applicable) and eligibility to work in the United States (OHSU participates in E-Verify using information from your I-9 form to confirm your eligibility to work in the United States). This offer of employment is conditional upon your successful completion of all screening processes and reference checks.

If you accept this offer, there are a series of pre-hire requirements you'll need to complete as part of onboarding with OHSU's Occupational Health team. Please review the Occupational Health onboarding page for more information <https://www.ohsu.edu/human-resources/pre-hire-requirements-occupational-health-onboarding>﻿

If your background check is affected by a delay, we will communicate with you. Additionally, you will be able to monitor the progress of your background check with our vendor, Advanced Reporting.

You will be eligible to participate in OHSU’s medical, dental, vision, and life insurance benefits on the first of the month following your enrollment if you enroll within 31 days of your hire date. Eligible family members, including same-sex and opposite-sex spouses, may be enrolled in the plans as well. You will receive a monthly contribution from OHSU to purchase your benefits. Dependent upon your choices, you may have additional out of pocket expenses. OHSU’s benefits plans are cafeteria-style - if you are covered under another program and choose not to enroll in ours, you may opt-out to receive cash back for benefits dollars not used. Below, I briefly outline several OHSU benefits, which will be reviewed more fully with you during OHSU’s New Employee and New Postdoctoral Scholar Orientations:

1. Medical, Dental, and Vision Insurance: Several health plan options are available, including an OHSU PPO plan. Prescription plans are included with the medical plans. Three choices are available for dental plans; whereas two choices are available for vision plans. Postdoctoral Scholars also have access to the [Student Health and Wellness Center](https://www.ohsu.edu/education/student-health-and-wellness-center) for primary and behavioral health care. No referrals, no co-pays, no deductible, and same day/next day appointments are available.

2. Other Insurance: Term Life Insurance (including dependent life), Short and Long Term Disability, Accidental Death and Dismemberment, and Long Term Care Insurance are available.

3. Time-Off: From the employment start date, Postdoctoral Scholars receive 80 hours of vacation, accrued annually thereafter. Also, Postdoctoral Scholars receive 96 hours of sick leave per year, accrued at 3.7 hours per biweekly pay period, and nine paid holidays per year. The department tracks all time-off accruals.

4. Retirement: Postdoctoral Scholars are eligible to participate in the OHSU 457(b) Postdoctoral Scholar Retirement Plan. The plan includes an annual program-sponsored contribution, equivalent to 3% of your earned salary.

5. Parking: Availability varies by location. Make daily reservations up to 8 days in advance here: [www.ohsu.edu/permit](http://www.ohsu.edu/permit).

6. Public Transportation: The Aerial Tram and Portland Streetcar are free to individuals who display an active OHSU employee identification badge. In addition, annual Tri-Met passes are available to OHSU employees at a significant discount over retail passes.

7. Office of Postdoctoral Affairs: The central hub for all postdocs at OHSU, the [Office of Postdoctoral Affairs](https://www.ohsu.edu/postdoctoral-affairs) offers individual career advising, and conducts career training and professional development activities to prepare postdocs for any professional endeavor they wish to pursue.

OHSU is more than Oregon's only comprehensive academic health center. It’s an entire community of people dedicated to a single cause. Each of us are here to improve the health and well-being of people in Oregon, and beyond. Our core values of quality, service, transparency and diversity are essential in what we do, but ultimately important because of why we are here. We are here to serve. We are here to innovate. We are here to lead. We are looking forward to the dynamic impact you will make by joining OHSU.

We are confident you will play a key role in OHSU's partnership to make Oregon a National Leader in Health and Science innovation. Please confirm your acceptance of this employment offer by clicking on the accept button at the top of the page by Recruit Workflow: Offer Expiration. If you have any questions, please do not hesitate to contact me.

Sincerely,

Recruit Workflow: Full Name: First Last

Recruit Workflow: Recruiter/HR : Job Classification Title

Recruit Workflow: Requisition ›› Hiring Manager : Full Name: First Last

Recruit Workflow: Requisition ›› Hiring Manager : Job Classification Title