

Communication with Applicants and Offers of Employment Policy

Background

In addition to the official appointment letter that must be provided to each new employee of the Research Foundation (RF), an operating location's recruitment procedures may include communication with applicants as well as verbal and written offers of employment.

Policy

All communication with applicants and offers of employment (verbal and written) must be consistent with funding and sponsor rules, RF policy, and legal requirements. When offers of employment are made, applicants must be made aware that employment with the Research Foundation is subject to the availability of funds and program needs and that there is no expressed or implied guarantee of employment retention.

An offer of RF employment is contingent on the prospective employee providing documentation that establishes proof of identity and of eligibility to work in the United States.

Communication with Applicants

The Research Foundation uses a standard [employment application form](#) at all locations. The standard form

- meets certain legal requirements with respect to questions asked.
- ensures that applicants for RF positions are aware of the Foundation's separate legal status as an employer.
- documents employee's qualifications for employment in a position.
- provides employee certification that data provided are true.

All written communication with applicants must be prepared on RF stationery and retained according to local affirmative action guidelines and the requirements described the Record Administration procedure group.

Offers of Employment

Offers of employment must follow the guidelines provided in the following blocks:

- Content of All Offers
- PDs/Supervisors
- Preparation of Written Offers
- Review of Written Offers
- Retention of Written Offers

Content of All Offers

An offer of employment (verbal or written) with the Research Foundation must convey the following information:

- The employer is the Research Foundation of State University of New York, a private, nonprofit corporation.
- The title, effective date, and salary rate.
- The appointment is contingent on proof of identity and employment eligibility.
- Employment at the Research Foundation of SUNY is terminable at will and subject to RF policies. This means that employment with the Research Foundation is subject to the availability of funds and program needs and that there is no expressed or implied guarantee of employment retention. This may be stated in the letter: "Your employment under this appointment may be terminated with or without cause or notice at any time at either your option or that of the Research Foundation."
- Fringe benefits are provided by the Research Foundation of SUNY under rules in effect on the date of appointment and are subject to change as approved by the Research Foundation Board of Directors.
- The extent to which leave credits will be earned under the terms of the appointment.

An offer of employment (verbal or written) should also provide instructions on where the employee is to report on his or her first day of work and should request that the employee bring proof of identity and proof of either United States citizenship or employment authorization.

PDs/Supervisors

All project directors and supervisors at operating locations must be provided with the guidelines for content of offers of employment as outlined above.

Preparation of Written Offers

Any written offer of employment must be prepared on RF stationery.

Review of Written Offers

Operating locations that use a written letter offering employment must establish a procedure for the review of that letter to ensure that it is consistent with RF policy. This review should occur before mailing a letter to an applicant. When this review is not practical, provisions may be made for an after-the-fact review by those involved in the recruitment process.

If an after-the-fact review indicates that the offer of employment was not consistent with RF policy, the conflict must be resolved prior to appointment approval. The RF operations manager or designee must resolve these conflicts to ensure that they are handled by the appropriate level of authority.

Retention of Written Offers

A copy of a letter offering employment must be forwarded to the office that handles personnel matters at the location and retained in the employee's personnel file.

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.