

# COM-T Talent Letter of Offer Formatting Tips

Below are the most common formatting errors that occur in Letters of Offer.

## Sections of the Template:

### Location and Template

\*Select the proper template that corresponds to the position requisition.

### Add Sections

\*For any research position, add the appropriate "Conflict of Interest" section by clicking the "Add Existing" button and make the selection.

### Complete Fields

\*Career Architecture Title - Enter UCAP title.

\*Career Stream/Level - Enter UCAP Career Stream/Level in the following format:

For example: Organizational Contributor / OC1  
Professional Contributor / PC1  
Manager & Leader / M1

\*Deadline Date for Finalist Response - Set the date for a minimum of five (5) business days to allow enough time to route for approvals and the candidate's response. Please plan accordingly.

\*Position End Date - If it is a Temporary position, enter the end date. You will first need to add a space before adding the date so it appears correctly on the final version.

\*Rate of Pay - Should be in the proper format (hourly or salary). Do not add a dollar sign.

## Generate Offer Letter

- \* Before clicking the "Generate Letter" button, do the following:
  - a. Click the "Preview Letter" button located in the upper right-hand corner.
  - b. Review for any errors or spacing issues.

## How to edit the Letter

- \*Click the "pencil icon," located in the upper right-hand corner.
- \*Go to the section of the letter that needs changes and remove/insert the correct information.
- \*If the job title displays with additional language besides just the title, (i.e., part-time, temporary, etc.), you will need to remove the capitalized words "JOB.TITLE" and insert the Working Title only in regular title format. This will need to be done on page 1 and 2 of the letter.
- \*If the "Conflict of Interest" section (or any other section) is added, it will create a spacing issue and you will need to manually enter a space between the two sections/paragraphs.
- \*Once all changes are made, click "apply" to save the changes.
- \*You can then preview again and if correct, hit "Generate Letter."



More information, including guides and videos, can be found at [hr.arizona.edu/supervisors/recruitment](http://hr.arizona.edu/supervisors/recruitment).