MICHIGAN STATE
UNIVERSITY

HIRE CONTINGENT FORM

Date: _____

Name: _____

Address: _____

City, State, Zip: _____

Dear _____,

Congratulations on your new position _____with department _____.

The third-party vendor, HireRight, which Michigan State University utilizes to complete background screening reports, is currently experiencing delays, or there is an emergent operational need.

To avoid undue hardship for both the department and the applicant, Michigan State University has authorized proceeding with hiring on a **contingent basis**, provided that the National Sex Offender Registry search returns results of **"Not in Registry"** and **"Meets Company Standards."**

This job offer is contingent upon the successful completion of a satisfactory background check.

Please review this letter in full and indicate your acknowledgement and acceptance of this conditional offer by signing below. Return the signed document to your supervisor by insert date: _____.

If you have any questions about the conditional offer, please contact your hiring manager.

Name: _____ via phone: _____ or email: _____.

Printed Candidate Name: _____

Signature: _____

Date: _____

Hiring Manager Name: _____

Signature: _____

Date: _____

Last Revised: 09/29/2026