|  |  |
| --- | --- |
| **MERGE FIELD** | **DESCRIPTION** |
| APPLICANTFNAME | Applicant First Name\* |
| APPLICANTLNAME | Applicant Last Name\* |
| APPLICANTSTREET1 | Street Address Line 1\* |
| APPLICANTSTREET2 | Street Address Line 2\* |
| APPLICANTSUBURB | City\* |
| APPLICANTSTATE | State\* |
| APPLICANTPOSTCODE | Zip Code\* |
| JOBDEPARTMENT | College/Units\*\* |
| JOBTITLE | Working Title\*\* |
| **OFFERBASE** | **Hourly Pay Rate** |
| **OBBERSUPER** | **Suggested Starting Salary** |
| **OFFERSTARTDATE** | **Suggested Start Date** |
| **OFFERENDDATE** | **Appointment End Date** |
| **OFFERPROBATIONENDDATE** | **Probationary End Date (Hourly Only)** |
| **OFFERSUPPLEMENTARY\_DATE01** | **Seniority Date (Hourly Only)** |
| **OFFERSUPPLEMENTARY\_TEXT04** | **Step Level (Completed by HR)** |
| **OFFERSUPPLEMENTARY\_TEXT05** | **Grade (Completed by HR)** |
| **OFFERSUPPLEMENTARY\_TEXT07** | **Dean/Appointing Officer Title** |
| ASSISTANTFNAME | Dean/Appointing Officer First Name\*\* |
| ASSISTANTLNAME | Dean/Appointing Officer Last Name\*\* |

**Merge Fields for Appointment Letters**

* These merge fields will automatically fill in the appropriate information into the appointment letter.
* It is important that the fields matching the descriptions (in bold) are completed correctly while ‘preparing offer details.’

\*Completed by the applicant

\*\*Completed by the originator of the position (on the job card)