



**ILLINOIS STATE  
UNIVERSITY**  
*Illinois' first public university*

**Office of Human Resources**

101 Nelson Smith Building  
Campus Box 1300  
Normal, IL 61790-1300  
Phone: (309) 438-8311  
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Dear Colleague:

Welcome to Illinois State University. You are now a part of a community of over 3,000 faculty and staff and approximately 20,000 students. The team you are joining provides services in support of a quality higher education program. We are proud of the individual efforts of our faculty and staff as they put forth their best efforts to provide an excellent work and education environment.

Members of the Human Resource Office staff are available to help you to become a successful member of the team. Please feel free to call upon us at 309/438-8311 or [www.ilstu.hr.edu](http://www.ilstu.hr.edu) if you need help or information as you become acquainted with the University.

The material in this folder contains information about various benefits and opportunities available to you at Illinois State University. Please read this information prior to your orientation in the Human Resource Office.

Congratulations on your new job. We are delighted to have you with us. Please give me or one of the Human Resource staff members a call if we can help you in any way.

Sincerely,

A handwritten signature in cursive script that reads "Khris Clevenger".

Khris Clevenger  
Assistant Vice President

KC:sl