

**Employment Checklist**

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**NAME** \_\_\_\_\_ **DIVISION/OFFICE** \_\_\_\_\_ **CAMPUS** \_\_\_\_\_

Date Processed      Initials

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|---|-------|-------|
| 1. Employment Checklist Form 105-033  | _____ | _____ |
| 2. Personnel Action Request Form 105-094 (signed)   | _____ | _____ |
| 3. Online application of recommended hire   | _____ | _____ |
| 4. Supplemental materials submitted by recommended hire   | _____ | _____ |
| 5. Online applications of everyone interviewed  | _____ | _____ |
| 6. Interview questions and responses of everyone interviewed  | _____ | _____ |
| 7. Interview and Selection Report Form 105-023  | _____ | _____ |
| 8. Candidate Evaluation Form 105-023A (spreadsheet)   | _____ | _____ |
| 9. Recommended Hire Verification Form   | _____ | _____ |
| 10. Official transcripts: All earned credits and degrees must be verified by official transcripts; foreign transcripts must be evaluated by an accredited evaluation service; course-by-course evaluations are required for the qualifying degree   | _____ | _____ |
| 11. Three references: At least one must be from the most recent employer verifying length of service, title, salary, and full or part time status; written references cannot be more than two years old; current references on file can be used if they are within the two-year requirement; Form 105-013 | _____ | _____ |
| 12. Notification and Release Form 105-098   | _____ | _____ |

\*PLEASE ARRANGE ALL DOCUMENTS IN THE ORDER LISTED ABOVE.