

## HIRING APPROVAL PACKET CHECKLIST

Note: When submitting a hire approval packet, all documentation from all interviewed candidates must be submitted. Please keep hire approval packet and all other interviewed candidates documentation separate

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| Justification Memo                     | <ul style="list-style-type: none"> <li>• Memo supporting hiring matrix highlighting the entire selection process and includes salary offer and appointment</li> </ul> |
| Hiring Matrix                          | <ul style="list-style-type: none"> <li>• Scores and action codes must reflect what is outlined in the memo</li> </ul>   |
| Credential Evaluation Summary          | <ul style="list-style-type: none"> <li>• All teaching faculty</li> <li>• Submit with hiring packet</li> </ul>   |
| Degree Verification Authorization Form | <ul style="list-style-type: none"> <li>• Required for any position with a degree requirement</li> </ul>   |
| Interview Questions & Responses        | <ul style="list-style-type: none"> <li>• Includes all interview questions &amp; responses from all interviewed candidates</li> </ul>                                  |
| Reference Check Questions & Responses  | <ul style="list-style-type: none"> <li>• Includes all reference checks for any candidate you did a reference check on</li> </ul>                                      |
| Restricted Party Screening (RPS)       | <ul style="list-style-type: none"> <li>• Must be complete for all candidates prior to interview</li> </ul>  |
| Background Check Email                 | <ul style="list-style-type: none"> <li>• Must have a background check email before submitting the packet</li> </ul>   |