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

Justification Memo	Memo supporting hiring matrix highlighting the entire selection process and includes salary offer and appointment
Hiring Matrix	Scores and action codes must reflect what is outlined in the memo
Credential Evaluation Summary	All teaching faculty Submit with hiring packet
Degree Verification Authorization Form	Required for any position with a degree requirement
Interview Questions & Responses	Includes all interview questions & responses from all interviewed candidates
Reference Check Questions & Responses	Includes all reference checks for any candidate you did a reference check on
Restricted Party Screening (RPS)	Must be complete for all candidates prior to interview
Background Check Email	Must have a background check email before submitting the packet