ADMINISTRATIVE/FACULTY HIRE CHECKLIST

Utilized by University Search Committees and/or College Deans

CANDIDATE NAME:

POSTING PROCESS: Advertisement and position postings approved by Provost	In Process	Completed
Administrative / Faculty position title:	☐	☐
Position last held by:	☐	☐
Posting number assigned by HR:	☐	☐
INTERVIEW STAGE:		
USI Employment Application copy [downloaded from HR peopleadmin] including: • Original résumé / Vita • Original reference information from each candidate [Letters or clear contact information for a <u>minimum</u> of three references.]	☐	☐
Official transcript, if possible. [Copies acceptable only at interview stage.]	☐	☐
Email the Benefits Department with position job title and email addresses of candidates (Allow at least two business days for Benefits to process your request)	☐	☐
Interview Approval Form signed by dean listing all applicants for position	☐	☐
HIRING PROCESS: Stage 1		
Official original transcript issued to Dean of College indicating highest degree awarded. Dean reviews, signs, and dates on reverse side of transcript.	☐	☐
Original reference documentation memos [Completed five to ten question summary verifying contact with a <u>minimum</u> of three references. Summary to include: name of reference contacted, their position title, date reference contacted, and search committee member name for authentication. One reference <u>must</u> be the immediate supervisor.]	☐	☐
Dean notifies Human Resources to begin background check. Background check is submitted with 'Intent to Hire' memo.	☐	☐
Recommendation/Summary of search [from Search Committee Chair].	☐	☐
"Intent to Hire" memo from dean to Provost.	☐	☐
Approval to engage in "Intent to Hire" discussion given to dean by Provost.	☐	☐
HIRING PROCESS: Stage 2		
Recommendation to Hire Memo from dean to Provost.	☐	☐
Completed Faculty Qualification Documentation for undergraduate and/or graduate faculty, including required signatures.	☐	☐
Payroll Notification submitted [following acceptance of verbal offer made by dean].	☐	☐