



Hiring Manager Checklist

Applicant Name: _____

Date: _____

Position: _____

Hiring Manager (HM): _____

Hard Copy of Application Completed: _____

HM Initials: _____ Date: _____

Two References Completed: _____

HM Initials: _____ Date: _____

Background Check Completed: _____

HR Initials: _____ Date: _____

Faculty Calculation Sheet: _____

HM Initials: _____ Date: _____

(If background check is not clear, must be reviewed and approved by HR before further consideration)

HR Signature acknowledging above completed process: _____

Date: _____

Request sent to President's Office for scheduling: _____

Date of interview with Vice President, if applicable: _____

Date of interview with President: _____

Documents to be attached to request:

- Completed PAF
- Faculty Calculation Form (if applicable)
- Resume & Cover Letter
- Hiring Committee Interview Notes
- Processed Background Check
- Two Completed References
- Completed hard copy of application
- Transcripts and/or Certifications