

Department Name: \_\_\_\_\_

Ext: \_\_\_\_\_

<i>Last Name</i>	<i>First Name</i>
------------------	-------------------

New	Re-Apppt	Required Items:
<input type="checkbox"/>	<input type="checkbox"/>	Letter of Interest
<input type="checkbox"/>	<input type="checkbox"/>	CSU Employment Questionnaire
<input type="checkbox"/>	N/A	Reference and Background Check Release Form
<input type="checkbox"/>	N/A	SC-1 (Statement of Professional Preparation & Experience)
<input type="checkbox"/>	N/A	Person of Interest (POI) Form
<input type="checkbox"/>	N/A	Curriculum Vitae (CV)
<input type="checkbox"/>	N/A	Original Transcripts for Terminal Degree (E-transcripts acceptable)
<input type="checkbox"/>	N/A	Three (3) recent, confidential Letters of Recommendation*
N/A	<input type="checkbox"/>	One (1) recent, confidential Letter of Recommendation* (if appointment follows a break in service for two (2) or more years)

**Important Reminders**

*Employee Verification Card must be attained from HR before the first day of instruction.*

\*"Recent" meaning no later than one year.

Letters of Recommendation are to be sent electronically or mailed directly from a University or official work email to College or Department.

**Comments**