

Candidate Name		JOID	
Department			

Please attach this checklist to each appointment packet.
If you have questions or need further assistance, please contact University Personnel-Faculty Affairs at (408) 924-2450.

Required Items:	
<input type="checkbox"/>	Dean’s Draft Letter of Appointment (Offer Letter – Email Soft Copy to avp-facultyaffairs@sjsu.edu)
<input type="checkbox"/>	Cover Memo with Recommendations of Candidates in Rank Order
<input type="checkbox"/>	Recruitment Report
<input type="checkbox"/>	SC-1 (Statement of Professional Preparation & Experience)
<input type="checkbox"/>	Letter of Interest/ Cover Letter
<input type="checkbox"/>	Curriculum Vitae (CV) of Final Candidate
<input type="checkbox"/>	Three (3) recent, confidential Letters of Recommendation**
<input type="checkbox"/>	Reference and Background Check Release Form
<input type="checkbox"/>	Person of Interest (POI) Form Date Shredded:
<input type="checkbox"/>	List of all Applicants or run applicant pool from Interfolio
<input type="checkbox"/>	Finalist Evaluations
<input type="checkbox"/>	Curriculum Vitae (CV) of each finalist interviewed (not including Candidate)
<input type="checkbox"/>	Recruitment Committee Confidentiality Form
<input type="checkbox"/>	Accurate Background Submitted Date Submitted:
Required Items at Time of Final Offer Accepted: (will be checked off by FA once department submits documents below)	
<input type="checkbox"/>	Dean’s Final Accepted Letter of Appointment (Offer Letter)
<input type="checkbox"/>	Original Transcripts for Terminal Degree (E-transcripts acceptable)
<input type="checkbox"/>	Employee Profile

Important Reminders

- Do not forward the packet until all the items on the checklist have been collected. Submitting an incomplete packet will result in a HOLD on the process.

****“Recent” meaning no later than one year. Confidential Letters of Recommendation are to be managed through Interfolio, sent electronically or mailed directly from a University or official work to College or Department.**

Comments

Dept. Contact Person		Phone	
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