

<i>Employee Name</i>	<i>Employee ID</i>
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Please attach this checklist to each appointment packet.
If you have questions or need further assistance, please contact UP-FA at (408) 924-2450.

New	Re-Appt	Revised	Required Items:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee Profile
<input type="checkbox"/>	<input type="checkbox"/>	n/a	JOID Number
<input type="checkbox"/>	<input type="checkbox"/>	n/a	Letter of Interest
<input type="checkbox"/>	<input type="checkbox"/>	n/a	CSU Employment Questionnaire
<input type="checkbox"/>	n/a	n/a	Reference and Background Check Release Form
<input type="checkbox"/>	n/a	n/a	SC-1 (Statement of Professional Preparation & Experience)
<input type="checkbox"/>	n/a	n/a	Person of Interest information sent to UP-FA Date:
<input type="checkbox"/>	n/a	n/a	Curriculum Vitae (CV)
<input type="checkbox"/>	n/a	n/a	New-Hire Accurate Background Submitted Date Submitted:
<input type="checkbox"/>	n/a	n/a	Offer Letter
<input type="checkbox"/>	n/a	n/a	New-Hire Live Scan** Date Completed:
<input type="checkbox"/>	n/a	n/a	Call references ***
			For UP- FA:
			Accurate Background Meets Requirements Date:

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 and delay payments.
 - ALL ORIGINAL documents will be placed in a PERSONNEL ACTION FILE kept by University Personnel-Faculty Affairs.
- ** Only for Coaches and Athletics Staff that will be working in sports camps where minors are participating.**
- *** Document the calls: Who, when and brief summary of the discussion. Use Athletic Appointment Reference Call Log.**

Comments

<i>Dept. Contact Person</i>	<i>Phone</i>
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