

<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
the Office of Faculty Affairs at (408) 924-2450.

New	Re-Appt	Revised	Required Items:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Volunteer/ Unpaid Visiting Scholar Employee Profile	
<input type="checkbox"/>	<input type="checkbox"/>	N/A	CSU Employment Questionnaire	
<input type="checkbox"/>	N/A	N/A	Volunteer Statement of Preparation From	
<input type="checkbox"/>	N/A	N/A	Person of Interest (POI) Form	Date Shredded: <input type="text"/>
<input type="checkbox"/>	N/A	N/A	New-Hire Accurate Background Submitted	Date Cleaned: <input type="text"/>
N/A	<input type="checkbox"/>	N/A	Re-Appointment Accurate Background Submitted (if reappointment follows a break for twelve (12) months or more)	Date Cleaned: <input type="text"/>

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.
- ALL ORIGINAL documents will be placed in the PERSONNEL ACTION FILE kept in the Office of Faculty Affairs.

Comments

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