

<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"/>	Temporary Faculty 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 Form Shred Date*: <input style="width: 100px;" type="text"/>
<input type="checkbox"/>	N/A	N/A	Curriculum Vitae (CV)
<input type="checkbox"/>	N/A	N/A	Original Transcripts for Terminal Degree (E-transcripts acceptable)
<input type="checkbox"/>	N/A	N/A	New-Hire Accurate Background Submitted Date Submitted: <input style="width: 100px;" type="text"/>
N/A	<input type="checkbox"/>	N/A	Re-Appointment Accurate Background Submitted Date Submitted: <input style="width: 100px;" type="text"/> (if reappointment follows a break of twelve (12) months or more)
<input type="checkbox"/>	N/A	N/A	Three (3) recent, confidential Letters of Recommendation**
N/A	<input type="checkbox"/>	N/A	One (1) recent, confidential Letter of Recommendation** (if appointment follows a break in service for two (2) or more years)
<input type="checkbox"/>	N/A	N/A	Offer Letter
<input type="checkbox"/>	N/A	N/A	New-Hire Live Scan*** Date Completed: <input style="width: 100px;" type="text"/>
N/A	<input type="checkbox"/>	N/A	Re-Appointment Live Scan*** Date Completed: <input style="width: 100px;" type="text"/> (if appointment follows a break of twelve (12) months or more)

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 the PERSONNEL ACTION FILE kept in the Office of Faculty Affairs.

***Shred after *Person of Interest (POI)* is completed**

****“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.

*****Only for Coaches and Athletics Staff that will be working in sports camps where minors are participating.**

Comments

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