

Department Name: _____

Ext: _____

Last Name		First Name	
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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