

<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	Revised	Required Items:
<input type="checkbox"/>	<input type="checkbox"/>	Employee Profile
<input type="checkbox"/>	<input type="checkbox"/>	IES Appointment Form
<input type="checkbox"/>	N/A	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 <span style="float: right;">Shred Date*:</span>
<input type="checkbox"/>	N/A	Curriculum Vitae (CV)
<input type="checkbox"/>	N/A	New-Hire Accurate Background Submitted <span style="float: right;">Date Submitted:</span>
<input type="checkbox"/>	N/A	Original Transcripts for Terminal Degree (E-transcripts acceptable)
<input type="checkbox"/>	N/A	One (1) recent, original letter of recommendation **

### 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.**

### Comments

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