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| Employee Name | | Employee ID | |
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Please attach this checklist to each appointment packet. If you have questions or need further assistance, please contact your [Employee Support Services Representative](#).

| New | HIR/CON Re-Appt | Revised | Required Items: |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Temporary Faculty Appointment Form |
| <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 | Offer Letter* (replaces the Statement of Terms & Conditions) |
| <input type="checkbox"/> | N/A | N/A | Resume or Curriculum Vitae (CV)* |
| <input type="checkbox"/> | N/A | N/A | New-Hire Accurate Background Approval Date: |
| N/A | <input type="checkbox"/> | N/A | Re-Appointment Accurate Background Approval Date: (if reappointment follows a break for twelve (12) months or more) |
| <input type="checkbox"/> | N/A | N/A | Original Transcripts for Terminal Degree (E-transcripts acceptable)^* |
| <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) years or more) |

| New | Re-Appt. | Revised | Required Items by Department: (Do not forward to ESS) |
|--------------------------|----------|---------|---|
| <input type="checkbox"/> | N/A | N/A | Employment Verification Card |

| Important Reminders |
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| <p><i>Terms & Conditions</i> due to Employee Support Services no later than ten working days from the first day of the semester.</p> <ul style="list-style-type: none"> 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 documents will be placed in the Personnel Action File. <p>* Will come from CHRS Recruiting as part of the bulk compile file for New and Concurrent Hires. ^ Original transcripts issued directly to SJSU agent by degree granting institution (plus any verification), uploaded to CHRS by college/department. † "Recent" means no older than one year.</p> <p>Letters of Recommendation are to be sent electronically or mailed directly from a University or official work email to College or Department.</p> |

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| Comments |
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| Dept. Contact Person | | Phone | |
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