

<i>Employee Name</i>		<i>Employee ID</i>	
----------------------	--	--------------------	--

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-Apppt	Revised	Required Items:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee Profile
<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	Volunteer Statement of Preparation Form
<input type="checkbox"/>	N/A	N/A	New-Hire Accurate Background Submitted Date Cleared:
N/A	<input type="checkbox"/>	N/A	Re-Appointment Accurate Background Submitted Date Cleared: (if reappointment follows a break for 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.
- ALL ORIGINAL documents will be placed in the PERSONNEL ACTION FILE kept in the University Personnel Office.

Comments

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