



## REQUIRED COVER SHEET & CHECKLIST FOR STAFF HIRING

- A. **Completed F3.2—Personnel Action Request Form** \_\_\_\_\_  
(Make sure the following signatures have been obtained and are in blue ink)
  - Org Manager
  - Dean/Director
  - Vice President
- B. **Screening Matrix Listing All Applicants** \_\_\_\_\_  
(Applicants not meeting minimum qualifications may be indicated on the matrix as so without additional scoring. All other applicants **must** be scored)
- C. **Explanation Of The Rating Scale Used For The Screening Matrix** \_\_\_\_\_
- D. **Interview Questions That Were Asked Of EACH Applicant** \_\_\_\_\_
- E. **Responses To The “Interview Questions” From EACH Applicant Interviewed** \_\_\_\_\_
- F. **Completed “Interview Results Form” For EACH Applicant Interviewed** \_\_\_\_\_  
(Indicate the primary justifiable reason for not selecting an applicant)
- G. **Reference Check Forms Completed For Each Applicant Recommended For Hire** \_\_\_\_\_  
(There should be three (3) references checked for each Applicant)
- H. **Security Sensitive Release Form & DPS CCH Verification Form Completed** \_\_\_\_\_
- I. **Is A Degree Required For This Position?** \_\_\_\_\_ Yes \_\_\_\_\_ No  
  
**If So, Are Transcripts Enclosed?** \_\_\_\_\_ Yes \_\_\_\_\_ No

All documents listed above **MUST** be attached to this Cover Sheet and forwarded to the **BUDGET OFFICE** along with the Application, Résumé/Vita, and Cover Letter of the Applicants Interviewed before being sent to the Office of Human Resources

Date Sent to Budget Office: \_\_\_\_\_

Signature of Hiring Manager: \_\_\_\_\_

Date Received in Budget Office: \_\_\_\_\_

Date Received in Human Resources: \_\_\_\_\_