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:  ________________________________

Lamar University is an Equal Opportunity/Affirmative Action Employer
Revised 03-10-2011