LAMAR UNIVERSITY
MEMBER **THE TEXAS STATE UNIVERSITY SYSTEM**™

REQUIRED COVER SHEET & CHECKLIST FOR STAFF HIRING

- **Screening Matrix** _____
  - All applicants must be scored by **EACH** SME

- **A Copy of the Screening Score Sheet (Must total 100 points)**

- **Interview Questions That Were Asked of EACH Applicant** _____

- **Responses to the "Interview Questions" From EACH Applicant Interviewed** _____

- **Completed "Interview Results Form" For EACH Applicant Interviewed** _____
  (Indicate the primary justifiable reason for not selecting an applicant)

- **Professional Reference Checks Completed for Each Applicant Recommended for Hire** (There should be three (3) professional references checked for each Applicant) _____

- **Security Sensitive Release Form & DPS CCH Verification Form Completed**

_____

- **Is A Degree Required for This Position?**   _____ **Yes**   _____ **No**

  If So, Are Transcripts Enclosed?   _____ **Yes**   _____ **No**

_____

- **HR will create the L# after all necessary documents have been received.**

Search Committee Members (Please Print):

1. **Hiring Manager:** _____ Title: _____

2. Name: _____ Title: _____

3. Name: _____ Title: _____

4. Name: _____ Title: _____

5. Name: _____ Title: _____

All documents listed above MUST be completed and uploaded to NeoEd. If you have questions, please reach out to hrrecruiting@lamar.edu

Lamar University is an Equal Opportunity Employer