REQUIRED COVER SHEET & CHECKLIST FOR STAFF HIRING

- Screening Matrix Listing All Applicants
  - All applicants must be scored & the “results” section completed
  - Applicants not meeting minimum qualifications may be indicated
    On the matrix as so without being scored

- 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)

- Reference Check Forms Completed for Each Applicant Recommended for Hire
  (There should be three (3) 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

- Submitted EPAF—Electronic Personnel Action Form
  - This can only be done after you receive an L# from HR.
  - HR will create the L# after all necessary documents have been received.
  - [EPAF USER GUIDE]

Search Committee Members (Please Print):

1. Name: ________________________________ Title: ________________________________
2. Name: ________________________________ Title: ________________________________
3. Name: ________________________________ Title: ________________________________
4. Name: ________________________________ Title: ________________________________
5. Name: ________________________________ Title: ________________________________

All documents listed above MUST be attached to this Cover Sheet & emailed
to: hrrecruiting@lamar.edu

Lamar University is an Equal Opportunity/Affirmative Action Employer

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