



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:
HR@lamar.edu