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