REQUIRED COVER SHEET & CHECKLIST FOR STAFF HIRING

- 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
  - An additional copy of the F3.2 MUST be submitted to budget

- 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

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:
 jacqueline.mccue@lamar.edu cc: mbegnaud1@lamar.edu