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)
    o Org Manager
    o Dean/Director
    o 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