



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