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. Hiring Manager: __________________________ 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: ebroussard3@lamar.edu and tanderson1@lamar.edu

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