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

* HR will create the L# after all necessary documents have been received.

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 kgeorge@lamar.edu

Lamar University is an Equal Opportunity Employer

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