

EMPLOYEE RECRUITING CHECKLIST
(Faculty/Staff benefits eligible positions only)

Name: _____ TechID(R#) _____

Position: _____ Hire Date: _____

Required forms/documents that must accompany the *Personnel Action Form*:

- ___ *Employment Application* (signed by employee)
- ___ *Employment History Verification Form(s)* (Attachment F, OP 70.11)
- ___ Offer Confirmation Letter
- ___ College/University Transcript (if applicable)
- ___ Vita (faculty positions only)
- ___ Professional Certifications/Affiliations (if applicable)
- ___ Security-sensitive Positions
 - Criminal History Background Check Return Notice – Level I & II (Attachment B, OP 70.20)
 - Consent to Drug and Alcohol Testing – Level II only (Attachment D, OP 70.20)
 - Email/Notice confirming employee passed drug screening – Level II only

Department Name

ePAF Preparer

Date