



LAMAR INSTITUTE OF TECHNOLOGY

A Member of The Texas State University System

COVER SHEET & CHECKLIST - STAFF / FACULTY / ADJUNCT HIRING

Note: All items listed below are completed by or gathered by HR, except for those marked with a “ * ” and “**”.

I. FOR ALL POSITIONS:

A. Candidate’s Application Packet _____

Includes job posting and candidate’s resume

B. F3.2 — Personnel Action Request Form _____

The following signatures must be obtained:

Hiring Manager Dean/Director Vice President

C. Transcript - Is A Degree Required for This Position? _____ Yes _____ No

If Yes, Are Transcripts Enclosed? _____ Yes _____ No _____ N/A

D. Background Check Completed by HR & Cleared _____

E. Reference Check Forms (3) [or One (1) for internal transfers] _____

Completed references for each applicant recommended for hire.

F. Offer Letter _____

II. ADDITIONAL FOR STAFF AND FULL TIME FACULTY ONLY:

G. Screening Matrix _____

All applicants must be listed. Applicants not meeting minimum qualifications may be indicated on the matrix without additional scoring. All other applicants must be scored.

H. Scoring Criteria _____

The screening criteria and rating used for the Screening Matrix.

I. Interview Questions and Responses _____

Responses to the interview questions from all committee members and each applicant interviewed.

J. Interview Results Form _____

Completed form for all applicants interviewed with the primary justifiable reason for not selecting an applicant.

III. ADDITIONAL FOR ALL FACULTY POSITIONS ONLY: *

K. If Faculty position, Faculty Credential Matrix Completed * _____

L. Are Other Credentials Required for SACSCOC Credentialing? * _____ Yes _____ No

If So, Are the Credentials Included? * _____ Yes _____ No _____ N/A

** For Adjuncts/Dual Credit/OTP – Hiring Managers complete A-C of Section I and Section III and circulate for hiring approval BEFORE being submitted to HR.