



**REQUIRED COVER SHEET
&
CHECKLIST FOR STAFF HIRING**

- A. 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
- B. Screening Matrix Listing All Applicants** _____
(Applicants not meeting minimum qualifications may be indicated on the matrix as so without additional scoring. All other applicants **must** be scored)
- C. Explanation Of The Rating Scale Used For The Screening Matrix** _____
- D. Interview Questions That Were Asked Of EACH Applicant** _____
- E. Responses To The “Interview Questions” From EACH Applicant Interviewed** _____
- F. Completed “Interview Results Form” For EACH Applicant Interviewed** _____
(Indicate the primary justifiable reason for not selecting an applicant)
- G. Reference Check Forms Completed For Each Applicant Recommended For Hire** _____
(There should be three (3) references checked for each Applicant)
- H. Security Sensitive Release Form & DPS CCH Verification Form Completed** _____
- I. Is A Degree Required For This Position?** _____ Yes _____ No
- If So, Are Transcripts Enclosed?** _____ Yes _____ No

All documents listed above **MUST** be attached to this Cover Sheet and returned to the Office of Human Resources along with the Application, Résumé/Vita, and Cover Letter of the Applicants Interviewed.

Date Sent to Human Resources: _____

Signature of Hiring Manager: _____

Received in Human Resources: _____