Credentials needed for Hiring Proposal of 
EPA Faculty/Teaching Positions

Items 1 - 7 should accompany the:

- Position and Personnel Action Form (Position and Personnel Action Form)
- Hiring Proposal Summary and History (print and attach once hiring proposal is created in the PeopleAdmin Online Employment System---Remember to disposition all applicants) FSU PeopleAdmin Hiring Manager Login
- Fixed term contract

1. Candidate Selection Summary (completed by Hiring Manager at conclusion of interview process)
2. Online employment system (PeopleAdmin) application with original signature FSU PeopleAdmin Hiring Manager Login
3. Official transcripts from colleges/universities listed on application
4. Credential Review Form FSU Credential Review Form
5. Three (3) letters of recommendation with original signatures (this is not needed of faculty returning within three (3) years)
6. Current vitae
7. Three (3) telephone reference check forms, (only one is needed of supervisor if currently working with FSU)
   Complete Attachment A of the Employment Background and Reference Check.
   *The inappropriate conduct statement must be asked of the current/last supervisor and response recorded within telephone reference check material.

- Visa Approval (if applicable):
  Contact Legal Affairs for Visa approval. Submit all documents pertaining to immigration status to Legal Affairs
- Employment Background Check:
  Background Check (Mandatory 7/1/2007): Complete Attachment B & C of the Employment Background and Reference Check
  Submit to the Office of Legal Affairs after approval of appropriate Vice Chancellor by initialing the top right corner of the form.

Forward hiring packet materials along with this cover sheet to
Human Resources EPA Contract Office as soon as a candidate selection is made

NOTE: PROCESSING OF NEW EMPLOYEE MAY BE DELAYED PENDING ITEMS NOT INCLUDED IN HIRING PACKET MATERIALS

**FOR NEW PERMANENT FACULTY, AN OFFER LETTER MAY BE ISSUED WITH PENDING CREDENTIALS**
THE CONTRACT WILL BE ISSUED ONCE ALL CREDENTIALS ARE SUBMITTED ALONG WITH APPROVAL OF HIRING PROPOSAL AND BACKGROUND CHECKS

Candidate Name__________________________________________

Rank_____________________________________________________

Proposed Hire Date ________________________________

Hiring Manager’s Signature ____________________________Date ________________

Human Resources Employment Office