



**Credentials needed for Hiring Proposal of  
EHRA Non-Faculty Positions**

**Hiring Manager:**

**Items 1 - 7 should accompany the bulleted items for new hires:**

- 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](#)
1. Candidate Selection Summary (completed by Hiring Manager at conclusion of interview process)
  2. Signed FSU Search Committee Confidentiality Statement and Code of Ethics Agreements
  3. Online employment system (PeopleAdmin) application with original signature [FSU PeopleAdmin Hiring Manager Login](#)
  4. Official transcripts from colleges/universities listed on application
  5. Credential Review Form [FSU Credential Review Form](#) (if applicable)
  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.

**Forward hiring packet materials along with this cover sheet to  
Human Resources EHRA 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**

**THE CONTRACT WILL BE ISSUED ONCE ALL CREDENTIALS ARE SUBMITTED ALONG WITH APPROVAL OF  
HIRING PROPOSAL AND BACKGROUND CHECKS**

Candidate Name \_\_\_\_\_

Position Title \_\_\_\_\_

Proposed Hire Date \_\_\_\_\_

Hiring Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_