

Checklist of Hiring Packet Materials for Employment of SHRA Positions

Hiring Managers will consult with Human Resources Employment prior to beginning the interview process for guidance with:

- **Interview Timeline**
- **Interview Questions**
- **Interview Panel Identification**
- **Identification of Hiring Priorities (RIF, Veterans', Promotional, etc.)**

Items 1 -11 below are required in addition to the dispositioning of applicants and submission of the Hiring Proposal in PeopleAdmin ([FSU PeopleAdmin Hiring Manager Login](#))

1. [Hiring Packet Checklist](#) must accompany Packet Materials
2. [Position and Personnel Action Form](#) attached to the Hiring Proposal in PeopleAdmin
3. Online employment system (PeopleAdmin) application for all onsite interviewed candidates from the Fayetteville State University Job Site
4. Screening Matrix showing how interviewees were selected
5. Interviewers' notes for all candidates interviewed, must clearly show:
 - a. Interviewers' summary of overall interview performance
6. Interview Selection Summary completed by the Hiring Manager at the conclusion of the interview process
7. Official transcripts from colleges/universities if degree is required for the position
8. [Complete SHRA Telephone Reference Check](#):
 - a. Three (3) telephone reference check forms
 - b. Only one reference is needed of supervisor if currently employed with FSU
 - c. Current/last supervisor reference checks are required**
9. [ADA Checklist](#) (Immediate Supervisor's Signature Required)
10. [Competency Assessment](#) attached to Hiring Proposal
11. Background Check (Mandatory 7/1/2007):
 - a. [Complete Attachment B & C of the Employment Background and Reference Check](#)
 - b. Submit to the Office of Legal Affairs (if applicable please fax to # 910-672-2268)

Forward *all* SHRA Hiring Packet materials listed above along with this cover sheet to Human Resources Employment Office as soon as a candidate selection is made

NOTE: PROCESSING OF NEW EMPLOYEE MAY BE DELAYED PENDING REVIEW OF HIRING PACKET MATERIALS

Selected Candidate Name

Position

Position #

Proposed Hire Date

Hiring Manager's Signature

Date