

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

Items 1 -10 below are required in addition to the dispositioning of applicants and submission of the Hiring Proposal in PeopleAdmin ([FSU PeopleAdmin Hiring Manager Login](#))

1. [Position and Personnel Action Form](#)
2. [ADA Checklist](#) ( Immediate Supervisor's Signature Required)
3. Screening Matrix showing how interviewees were selected
4. Interview Selection Summary completed by the Hiring Manager at the conclusion of the interview process
5. Online employment system (PeopleAdmin) application for all individuals interviewed from the [Fayetteville State University Job Site](#)
6. Official transcripts from colleges/universities if degree is required for the position
7. Interviewers' notes for all candidates interviewed, must clearly show:
  - a. Interviewers' summary of overall interview performance
8. Three (3) telephone reference check forms: Complete [SHRA Telephone Reference Check](#) **\*\*Current/last supervisor** reference checks are required**\*\***
9. Hiring Packet Checklist must accompany Packets Materials
10. [Competency Assessment](#) attached to Hiring Proposal

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**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**

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

Position \_\_\_\_\_ Positon # \_\_\_\_\_

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

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