



**Credentials needed for Hiring Proposal of
EHRA Adjunct Faculty/Teaching Positions**

Hiring Manager:

Please perform actions to collect all required information below.

Items 1 - 7 and this cover sheet should accompany the following checked items for new hires:

- ✓ 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. Online employment system (PeopleAdmin) application with original signature [FSU PeopleAdmin Hiring Manager Login](#)
 - 2. Official transcripts from colleges/universities listed on application
 - 3. Credential Review Form [FSU Credential Review Form](#)
 - 4. Current vitae
 - 5. Three (3) telephone reference check forms, (only one is needed of supervisor if currently working with FSU)
 - Complete Attachment A of the [Employee Reference Check \(Attachment A\)](#).
*The inappropriate conduct statement must be asked of the **current/last supervisor** and response recorded within telephone reference check material.
 - 6. Visa Approval (if applicable):
 - Contact Legal Affairs for Visa approval. Submit all documents pertaining to immigration status to Legal Affairs. Legal Affairs will notify Human Resources once status has been cleared.
 - 7. Employment Background Check:
 - Submit the following information to Terrance Robinson, Paralegal, trobinson@uncfsu.edu
 - First and last name of Candidate
 - E-mail address of Candidate
 - Position Title
- Legal Affairs will update PeopleAdmin once background clearance is received.

**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**

****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 _____