Employee Name		Employee ID	

Please attach this checklist to each appointment packet. If you have questions or need further assistance, please contact your Employee Support Services Representative.

New   HIR/CON Re-Appt

	N/A	N/A	Reference and Background Check Release Form*		
	N/A*	N/A	Offer Letter* (replaces the Statement of Terms & Conditions)		
	N/A	N/A	Resume or Curriculum Vitae (CV)*		
	N/A	N/A	New-Hire Accurate Background	Approval Date:	
N/A		N/A	Re-Appointment Accurate Background (if reappointment follows a break for twelve (12) months or more)	Approval Date:	
	N/A	N/A	Original Transcripts for Terminal Degree (E-transcripts acceptable)^*		

New   Re