Required Hiring Documents Checklist

**Candidate’s Name:** Click or tap here to enter text. **Department:** Choose an item.

**Position Number:** Click or tap here to enter text. **Job ID #:** Click or tap here to enter text.

Please submit your documents in the following order to the fac-recruiting@fsu.edu email address or hand deliver. Your request to hire/close this position will be denied if documents are submitted incomplete or if this checklist is incomplete. It is the responsibility of the department to submit a complete checklist for timely processing. Once the salary analysis is complete, you will be sent the Request to Hire form.

1. Application/Resume [ ]
2. Interview Evaluation Form [ ]
3. Disposition Code Spreadsheet [ ]
4. Reference 1 [ ]
5. Reference 2 [ ]
6. Reference 3 [ ]
7. Copy of Degree/Education/License Verification (if required) [ ]
	* 1. Enter type (i.e. CDL, chemical certification, etc.)
			1. Click or tap here to enter text.
8. Interview Notes
	1. Names of interviewees Click or tap here to enter text.
	2. Names of committee members Click or tap here to enter text.
9. Has the department interviewed their required internal candidates?
	1. Yes [ ]  No [ ]  N/A OPS [ ]
	2. If yes, list names Click or tap here to enter text.
	3. If no, why not? Click or tap here to enter text.
10. Has the department interviewed their required veteran’s preference candidates?
	1. Yes [ ]  No [ ]  N/A OPS [ ]
	2. If yes, list names Click or tap here to enter text.
	3. If no, why not? Click or tap here to enter text.
11. Salary Analysis Form (USPS/A&P only) [ ]

Additional comments: Click or tap here to enter text.