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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	Revised	Required Items:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temporary Faculty Appointment Form
<input type="checkbox"/>	<input type="checkbox"/>	N/A	Letter of Interest*
<input type="checkbox"/>	<input type="checkbox"/>	N/A	CSU Employment Questionnaire*
<input type="checkbox"/>	N/A	N/A	Reference and Background Check Release Form*
<input type="checkbox"/>	N/A*	N/A	Offer Letter* (replaces the Statement of Terms & Conditions)
<input type="checkbox"/>	N/A	N/A	Resume or Curriculum Vitae (CV)*
<input type="checkbox"/>	N/A	N/A	New-Hire Accurate Background Approval Date:
N/A	<input type="checkbox"/>	N/A	Re-Appointment Accurate Background Approval Date: (if reappointment follows a break for twelve (12) months or more)
<input type="checkbox"/>	N/A	N/A	Original Transcripts for Terminal Degree (E-transcripts acceptable)^*
<input type="checkbox"/>	N/A	N/A	Three (3) recent, confidential Letters of Recommendation†*
N/A	<input type="checkbox"/>	N/A	One (1) recent, confidential Letter of Recommendation† (if appointment follows a break in service for two (2) years or more)

New	Re-Appt.	Revised	Required Items by Department: (Do not forward to ESS)
<input type="checkbox"/>	N/A	N/A	Employment Verification Card

Important Reminders
<p><i>Terms & Conditions</i> due to Employee Support Services no later than ten working days from the first day of the semester.</p> <ul style="list-style-type: none"> Do not forward the packet until all the items on the checklist have been collected. Submitting an incomplete packet will result in a HOLD on the process and delay payments. All documents will be placed in the Personnel Action File. <p>* Will come from CHRS Recruiting as part of the bulk compile file for New and Concurrent Hires.</p> <p>^ Original transcripts issued directly to SJSU agent by degree granting institution (plus any verification), uploaded to CHRS by college/department.</p> <p>† "Recent" means no older than one year.</p> <p>Letters of Recommendation are to be sent electronically or mailed directly from a University or official work email to College or Department.</p>

Comments

Dept. Contact Person		Phone	
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