

## *Checklist for Candidate Folder*

Candidate Name: \_\_\_\_\_

Department: \_\_\_\_\_

As soon as you have selected a candidate for hire, forward a copy of the selected candidate's folder to the Dean's office for the college personnel files. Include the following items along with this memo:

- Posting Details
- Candidate Application
- Uploaded Documents from Candidate
- Copy of Official Transcripts\*
- Letters of Recommendation (if required by hiring unit)
- Documentation of all telephone reference calls regarding this candidate
- Copy of current tenure/promotion guidelines at the time of hire

\*The official transcripts do not need to be included with the folder. Make sure the transcripts are submitted to HR, and send copies of transcripts to COAL.