

# Applicant Checklist

**Position:** \_\_\_\_\_

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

**Applicant Name:** \_\_\_\_\_

- Letter of Application Attached to Application
- Resume/Vitae Attached to Application
- Transcript(s) Attached to Application
- Other Required Document(s) Attached to Application
- Names & Contact Information for 3 References Included
- Letters of Recommendation Attached (if required)

Application Incomplete Upon Deadline     Application Completed by Deadline  
(Letter of Application, Resume, Transcript(s), Names and Contact Information for 3 References and/or 3 current Letters of Recommendation (if required), Other Required Documents (if included in vacancy notice))

**Degree required for position (as advertised):** \_\_\_\_\_

- Does not possess required degree       Does possess required degree

**Experience required (Type & Years):** \_\_\_\_\_

(if counting part-time experience, please contact Human Resources to verify calculations to prorate service are correct)

- Does not meet requirement       Meets requirement

**Additional Requirements listed in advertisement:** \_\_\_\_\_

- Does not meet requirement       Meets requirement

## Narrowing Down Applicant Pool:

(hiring department secretary or department head will need to update PeopleAdmin to reflect all candidates considered for interview and all candidates interviewed.)

- Do not consider for interview       Consider for interview

## Prior to Inviting Candidate for Interview:

Email Paulette Smith ([psmith@selu.edu](mailto:psmith@selu.edu)) in Human Resources the names of candidates selected for interview.

Complete at least 3 Reference Checks on Candidate

**Travel Authorization Completed (if selected for interview)**

## Applicant Final Status:

- Interviewed – Not Selected       Interviewed - Declined Job Offer       Interviewed - Hired

**Search Chairperson:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_