REQUIRED COVER SHEET & CHECKLIST FOR STAFF HIRING

- **Screening Matrix Listing All Applicants**   _____
  - All applicants must be scored & the "results" section completed
  - Applicants not meeting minimum qualifications may be indicated
    On the matrix as so without being scored

- **A Copy of the Screening Score Sheet (Must total 100 points)**   _____

- **Interview Questions That Were Asked of <u>EACH</u> Applicant**   _____

- **Responses to the "Interview Questions" From <u>EACH</u> Applicant Interviewed**   _____

- **Completed "Interview Results Form" For <u>EACH</u> Applicant Interviewed**   _____
  (Indicate the primary justifiable reason for not selecting an applicant)

- **Reference Check Forms Completed for Each Applicant Recommended for Hire**   _____
  (There should be three (3) references checked for each Applicant)

- **Security Sensitive Release Form & DPS CCH Verification Form Completed**   _____

- **Is A Degree Required for This Position?**   _____ **Yes**   _____ **No**

  If So, Are Transcripts Enclosed?   _____ **Yes**   _____ **No**

                                                                                                                                _____

  - **HR will create the L# after all necessary documents have been received.**

Search Committee Members (Please Print):

1. **Hiring Manager:** _____ Title: _____

2. Name: _____ Title: _____

3. Name: _____ Title: _____

4. Name: _____ Title: _____

5. Name: _____ Title: _____

**All documents listed above <u>MUST</u> be attached to this Cover Sheet & emailed
to: ebroussard3@lamar.edu and kgeorge@lamar.edu**

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