CHECKLIST FOR CANDIDATE FOLDER

NAME: _____________________________________________________________

Date each applicable item as it is acquired or accomplished.

_____ Invitation to apply sent to nominee
_____ Acknowledgment to nominator sent
_____ Letter of intent received
_____ Address labels sent to the Equity and Access Office
_____ Texas State University Faculty Employment Application sent
_____ Texas State University Faculty Employment Application received
_____ Continuation of interest letter sent
_____ Three letters of reference received
_____ Thank you sent to references
_____ Official transcripts received (applicable to candidates to be interviewed)
_____ First elimination letter sent
_____ Second elimination letter sent
_____ Interview letter sent

_____ For top candidate(s) only: degree certification, college accreditation, and validity of transcripts verified (refer to paragraph 30)

Revised 8/08