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 Faculty Employment Application sent
______ Texas State 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 38)

Revised 1/2012