

**NEW EMPLOYEE CHECKLIST**

(MAY BE USED FOR NON-FACULTY/STAFF EMPLOYEES – IN THESE CASES, PLEASE “X” ITEMS BELOW THAT DO NOT APPLY)

***PLEASE FOLLOW THESE THREE STEPS WHEN HIRING A NEW EMPLOYEE***

***STEP 1: REQUEST TO FILL POSITION***

* **Submit New Position Request Form (Formerly ERF)**, wait for email approval.

# New Position Request Form – Date Approved:

* + - Once approved, **Submit Affirmative Action Form(s)**, wait for email approval.
  + A.A. 3-75 Job Search Summary Form (used to close the search) or other AA Form – **Date Approved:**
    - *After New Position Request & AA Forms are approved, an* ***Offer Letter*** *may be drafted using the instructions below.*
    - *Start by using* ***HR Offer Letter Templates*** *for* Faculty, Non-Classified, or Classified employees; *next make certain all requirements below are addressed before presenting offer letter to candidate.*

***STEP 2: OFFER LETTER REQUIREMENTS***

* OFFER LETTER **may** ONLY **be given to Candidate after full approval by** ALL **of the following:**
  + Department Chair (and/or other Supervisor)
  + CoSE Dean
  + CoSE UBO
  + Provost (and/or VPR, if necessary) *(request approval concurrently with HR approval - an approval email will be sent to you)*
  + HR *(request approval concurrently with Provost approval – an approval email will be sent to you)*

# Appointment Type and Rank

* Tenure-track, Non-tenure-track, Tenured (or Classified Staff, Non-Classified Staff)
* If Non-tenure-track, type of appointment: Clinical, Research, Lecturer, etc.
* Rank: Assistant Professor, Associate Professor, Professor; or Level (e.g., Assistant/Associate/Senior Lecturer)
* **Contract Period** 9-, 10-, 11-, or 12-month; full-time or part-time, % FTE, etc. If offer includes administrative position (e.g., chair, director), clearly indicate administrative stipend/component and faculty appointment in terms of contract, administrative stipend, consequences if administrative position changes, etc.
* **Salary** (*must match amount on New Position Req.*) If part of salary comes from non-appropriated funds (e.g., Grant, Center, Institute, Clinical Practice Site, INL, or other), list any conditions/expectations related to that portion of the salary. If start date begins after official contract date, note in letter that salary will be adjusted accordingly during first year.
* Include statement to **Meet with HR** before first day of work to complete **I-9 Form** (bring required documents).
* HR forms: <http://www.isu.edu/hr/forms/>
* **Three Signature Lines** required at bottom of Offer Letter:
  + Department Chair (and/or other Supervisor) *(signature line required on offer letter)*
  + CoSE Dean *(signature line required on offer letter)*
* **Signature Line at bottom of letter** where candidate will indicate acceptance of offer by signing and returning letter.
* **Primary Work Location** (e.g., Pocatello, Meridian, Idaho Falls, or Twin Falls) Indicate whether candidate will be required to work at more than one location.
* **Date** by which candidate must **Accept or Decline** offer.
* **Workload Policy** List expectations for first year (or more) of employment.
* **Start-Up Funding** (if any) Indicate as much detail as possible (e.g., amount funded, date by which funds must be used, laboratory remodel, research assistants or other graduate student assistance, etc.).
* **Mentoring**, **P&T Policies, Etc.** You may refer the candidate to CoSE Policies and Procedures: [https://www.isu.edu/cse/faculty/](http://www.isu.edu/cse/faculty/) and Provost Office Faculty Policies: [https://www.isu.edu/academicaffairs/faculty-support/](http://www.isu.edu/academicaffairs/faculty-support/).
* **Credit Toward P&T** Indicate number of years credited and semester when eligible to apply for P&T. Maximum credit allowed is three years, which allows time for candidate to demonstrate performance while employed at ISU.
* Any negotiations regarding credit toward P&T are not valid until Provost grants final approval.

# Moving Expense Reimbursement

* + Indicate “up to” dollar amount that will be reimbursed (and required documentation – i.e., receipts).
  + Provide Moving Service Agreement and Moving Reimbursement Policy Summary.
  + Include this statement in Letter: *Please sign and return the* Moving Service Agreement*. If you have any questions concerning the moving reimbursement policy, please contact Ms. Sheila Anderson Senior Accountant, Finance and Administration at (208) 282-2513; Fax (208) 282-3414; email* [*andeshei@isu.edu.*](mailto:andeshei@isu.edu)
* **Official Transcript** with terminal degree posted must be mailed to ISU. If terminal degree is not yet completed, indicate in letter length of time granted before degree completion, and consequences if not completed.
* Mail Transcript to: *Idaho State University, College of Science and Engineering, Stop 8065, Pocatello ID 83209*.
* **Curriculum Vita (CV) or Resume** must be received from candidate.
* **Background Check** wait for email approval from Human Resources – **Date Approved:**
* **Any other Detailed Information** unique to the position.

***STEP 3: PR HIRE PACKET INSTRUCTIONS***

* Upon **Acceptance** of the offer letter, a **PR Hire Packet** will be created that includes the following documentation:
  + Completed Personnel Recommendation form
  + Copy of Accepted Offer Letter *(original offer letter is retained by the employee)*
  + This completed Checklist *(please print 2-sided)*
  + New Position Request approval email
  + AA Form(s) approval(s) email
  + Offer Letter approval email from Provost (Lyle Castle and Joanne Tokle)
  + Offer Letter approval email from HR (Denise Hopster)
  + Offer Letter approval email from CoSE UBO (Fred Parrish)
  + Official Transcript with terminal degree posted
  + CV from employee
  + Any other supporting documentation pertinent to the position
    - Please send complete Hire Packet to CoSE: **Stop 8065**