

**Idaho State**  
**UNIVERSITY**  
College of Science and Engineering

**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.
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- 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/> and Provost Office Faculty Policies: <https://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**