

New Hire Information & Checklist

Employee EEO Information

Veteran Status

Non-Veteran	Vietnam-era	Armed Forces Special Medal	Recently Separated
Disabled	Special Disabled	Other Protected	

Disabled?

No Response
Yes
No

Gender

Male
Female

Hispanic/Latino

No Response
Not of Hispanic/Latino Origin
Of Hispanic/Latino Origin

Ethnicity

No Response	American Indian or Alaskan Native	Asian
Black or African Americans	Native Hawaiian or Other Pacific Islander	White

DISTRICT OFFICE/SUPPORT USE ONLY

New Hire Docs

All New Hires

I-9
Copy of Social Security Card
New Hire Information
Form
Computer Access Form
Copy of photo id (for everify new hires)

Academic

Fixed-term Memo
Interview Materials

Non-Academic

Signed Offer Letter
Position Vacancy Record
Signed Application
Signed Acknowledgement
of Receipt

MSUE HR USE ONLY

Work Schedule Rule

SAP Position

End Date *if applicable*

Personnel Action

New Hire

Transfer

Promotion

Demotion

All Positions

I-9
Resume
Background Check
Copy of Social Security Card

Academic Positions

Fixed-term Memo

Non-Academic Positions

Signed Offer Letter
Application
Acknowledgement of
Receipt

CENTRAL HR STAFFING ONLY

I-9	Restricted list	Starting State	Acknowledgement
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ADDITIONAL INFORMATION FOR CAPS ENTRY

Unit Org Number

Supervisor

Funding

Primary County