

Hiring Package Checklist

*This hiring package checklist should be the first page of each hiring package submitted. Any package received without all required paperwork will be returned. *

Name of person submitting this package: _____

Division: _____

Position Number: _____

Position Title: _____

Name of Recommended Candidate: _____

- ☐ Completed Reference Check form for recommended candidate
- ☐ Printed application for recommended candidate only
- ☐ Record of Interview forms for each applicant interviewed
- ☐ Completed State Employee Priority Report
- ☐ Recommendation Memo from Division Director to HR Director

Date package received in HR (to be completed by HR): _____