

Note: This checklist is used for the sole purpose of assisting in an Electronic Hire through Jobs@nd.edu. **Scanned items put in Jobs@nd.edu site must also be put in the Document Library in Filemaker Pro.**

NAME: _____

| NEW APPOINTMENT CHECKLIST | T&R | Spec Prof & Research | Adjunct / Guest / Lecturer / Visiting / Fellow / Conc | Joint |
|---|----------------|---------------------------------|--|--------------|
| Cover Letter (Letter from Chairperson/Director to Dean) If a joint appointment, a cover letter from both Chairpersons is necessary; scanned and attached as one document for the job site. | | | | |
| Appointment Form (replaces the cover letter for non-regular appointments only) | | | | |
| Appointment Letter (a.k.a. departmental letter (which includes: moving expenses, research and professional development fund, teaching schedule, etc.) This letter is the offer and is sent under the Dean's signature. Templates for the respective rank, available on the Provost's website. | | | | |
| CAP Report | | | | |
| Statement on Catholic and C.S.C Applicants | | | | |
| Form Q (not necessary for concurrent appointments) | | | not necessary for concurrent appointments | |
| Resume/Vitae | | | | |
| Letters of Recommendation | | | | |
| Personnel Action Form (FPAF) (only necessary if paid) | | | only necessary if paid | |
| Dean's Recommendation (Dean to Provost Letter) | | | (Dean's office attaches) | |
| Faculty Affirmative Action Report & Plan Compliance Form | | | | |
| TCE's/CIF's (when necessary) | | | | |

To get an Electronic hire underway, you will need to send via e-mail to (Marnocha.2@nd.edu), the person's name and rank. Once the template has been set up, you will receive an e-mail confirming. It is at this point that you click on the link in the e-mail and begin setting up the new hire. When you initially go to the link, know that you are applying for the candidate. Click "Apply for this Posting", then click "Fill out a new Application" The username will be the candidates' last name, comma, first name (i.e., Smith, Joseph). The password should be your department name abbreviated twice, lower case i.e., amstamst. The next step will be to enter his/her address, phone number, email, etc. Once you have completed the "Personal information", save and continue to next, click "Confirm, then click "Attach" It is at this point that you begin attaching the appropriate paperwork. Once you receive a confirmation number and confirm, an e-mail will automatically be sent to the Dean's office. In the event that something is amiss, the Dean's office may return to the "department chair" both you and your chair will receive the e-mail. At this point you can go in as the "dept. chair", using your net id and password, rather the candidates. Click on view Active. If you did not receive a phone call from the Dean's office explaining what is amiss, you can refer to the notes; click view then click on History/Notes. After the correct information is attached you will need to return to Dean's office for review. After the Dean's office reviews the information, it is forwarded to the Provost for approval. Once approved, the Provost will push it back to us (via e-mail) letting us know that the appointment/offer letter can be sent. We send the appointment/offer letter via e-mail so please make certain that the **most recent e-mail address** is in Filemaker Pro. You can at any time during the process refer to the HR website to see the status of the hire. An appointment letter in MSWord, needs to be sent to Mo Marnocha (Marnocha.2@nd.edu).