



New Hire Document Checklist

(Faculty and Staff)

Name of New Hire: _____

Department: _____ Title: _____ Date _____

Please complete, check and submit each document to Human Resources. This information is necessary to complete university procedures in the hiring decision.

All Forms Must Be Typed

Required Forms:

- Completed Online Application _____ Signed
- Personal Data Sheet
- I-9 Form
- I-9 Identification Copies
- W-4 Form *(Please return completed form to the payroll office – Hannah Hall room 135)*
- Personnel Action Form _____ Completed
- Prior State Service *(if previously employed at a State of Texas Agency)*
- Background Check _____ Completed _____ Pending
- Resume/ CV
- Reference Letter
- Transcript _____ Official _____ Copy
- Appointment Letter *(if applicable)*

Submitted By: _____

Reviewed By: _____
(HR Representative)