

Hiring Checklist

Faculty Recruitment Incentive Program Department of

- Personnel Action Form (PAF)
- FRIP Request Form
- Latest EEO Report on Underutilization in the Program.

**If more than one candidate was considered, include a list of the candidates and why the person recommended has been chosen. (Report of person selected can be done on the EEO form for reporting candidate hired).

- Job Description go to <https://www.msudenverjobs.com/hr> - Online Application System Update/Modify**
- Waiver of Advertising Form - indicating FRIP Hire
- Salary Assessment form signed by Chair, Dean, and Provost
- Resume/Vitae
- Letter of Intent signed by candidate
- Official Transcripts (Appointment will NOT leave the Dean's Office without official transcripts)
- Three current letters of recommendation
- Letter from major advisor indicating candidate is making progress toward completing the agreed-upon degree. The letter must include an estimate of when the degree will be completed and state that it will be completed before the five-year deadline for a FRIP appointment.
- A Development Plan indicating a semester-by-semester timeline for completing the degree. This Plan must be approved by the chair and the dean.

Signature of Dean _____

Submitted to Academic and Student Affairs Date _____

Signature of VP/Provost _____

Updated on 9/24/2014
Updated on 07/01/2016