

Summer Program/Camp Hiring Checklist

Prospective Hire's Name: _____

Program/Department: _____

- Completed PDAQ has been submitted and routed to HR.
- Staff Application for Employment and Confidential Release form have been completed and sent to HR (Note: Application and Confidential Release form must be turned in at the same time. Please do not scan documents. Department will need to mail or deliver documents to the Office of Human Resources.).
- Minor's Release completed and turned in (For hire's 17 years of age or younger).
- Background check clearance received from HR.
- Written offer of employment has been sent to Department Head and/or Dean/Director and VP for signature.
- Written offer of employment has been sent to the prospective employee.
- Accepted offer of employment has been received back from prospective employee.
- Email Account Request form has been submitted to HR.
- EPA to include copy of accepted offer attached has been routed to HR.
- Employee has been contacted regarding New Employee Orientation.