

## Temporary Hire to Permanent Hire Checklist

1. You have completed the University's Application for Employment. Please see details below to determine which type of application should be completed. As the successful candidate, you should have completed an online application via the PV PATH Online Application System at: [jobs.pvamu.edu](http://jobs.pvamu.edu) when you applied to the position for which you are being permanently hired.
2. Background Check clearance obtained by hiring department. You should have completed the Confidential Release form authorizing your hiring department to complete a background check.
3. Written offer of employment should be extended to you by the hiring department. All offers of employment are contingent upon the clearance of the background check. Your offer should include the following information:
  - Position Title and Department
  - Salary
  - Anticipated hire date
  - Benefits eligibility information
4. You have accepted written offer by signing offer extended and returned accepted offer to your hiring department.
5. Your department will contact one to three days prior to your anticipate hire date to confirm your effective hire date. You will be contacted regarding your first day of work.
6. You may be asked to attend the afternoon session of New Employee Orientation if you were previously not benefits eligible. Your department will be notified via email if you are required to attend New Employee Orientation.

***Please keep in contact with your hiring department regarding the status of your employment. Your hiring department is responsible for ensuring that all hiring steps (i.e., Background check results, written offer of employment, etc.) are in place for you begin working. Your hiring department works directly with the Office of Human Resources to secure your effective hire date.***