

Transfer Employees and Promotions 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 when you applied to the position for which you are being transferred or promoted into.
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
 - Duration of employment (Temp Hires only)
 - Benefits eligibility information
4. Your department will contact you one to three days prior to your anticipated hire date to confirm your effective hire date.
5. In most cases, transfer employees and promoted employees are not 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.