



CHECKLIST FOR FILLING A STAFF POSITION

In order to insure that proper procedures are followed in hiring college staff, this form should be completed by the supervisor who is over the staff position, signed by the Area Vice President who has interviewed and approved of the candidate, and submitted to the Treasurer's Office along with the person's Staff Application and resume.

Applicant's name _____

Staff position _____

Department _____

Supervisor's title for this staff position _____

Supervisor's name for this staff position _____

Professional
Qualification _____

Personal
Qualification _____

Results from
References _____

Proposed remuneration and how arrived at _____

Plan on taking courses at NC? (Yes/No) _____ If so, when? _____

Recommended? (Yes/No) _____ Starting date _____

Work phone extension (Existing/Need one created) _____ #, if existing _____

Require long distance phone code (Yes/No) _____

<u>Authorizing Signatures</u>	<u>Date</u>
Immediate Supervisor _____	_____
Area Vice President _____	_____
VP & Treasurer _____	_____
Human Resources _____ (does applicant have outstanding obligation to the college? _____	_____