

Departmental Checklist – New Appointment – Professional Librarian or Professional Specialist in the Library

Preapproval

Please include the following attachments:

- CV
- Department Correspondence (include any email supporting request, salary etc.)
- Draft Offer Letter

Please allow five business days for review. You will receive email notification when preapproval has been granted. Then you can proceed with requesting approval (see below).

Approval

Please include the following attachments:

- Offer Letter
- Signed Acceptance Letter
- Search Committee Report
- Correspondence (if any)
- Letters of Reference (includes notes from reference calls)
- Background Check – Criminal (HireRight criminal history verification)
- Background Check – Degree (if degree other than PhD)
- Proof of PhD
- Visa Paperwork if candidate has a US Citizenship Status of 'International'
 - Visa Information Form
 - Copy of passport biodata page. (The page in the passport with name, date of birth, passport number, expiration date, etc.)
 - Any other documents that the Visa Information Form requests for applicant's circumstance
- Search Report Form (for new non-visiting appointments – signed and uploaded as a PDF)
- Search Report Summary (attached ad and supporting documentation – uploaded as one PDF)