



## DEFINING REQUIRED ATTACHMENTS ON HIRES

### A. Satisfactory Background (BG) Check Confirmation

A satisfactory background check is required for any incoming employee, excluding Graduate Assistants and Students. Once a notification of a successful background check has been sent by the Office of Human Resource Management, attach that notification to the hire action in Workday.

Note: Satisfactory background checks are valid for one year. A new background check will be required if an employee has a break in service after the background check's expiration.

### B. Official Transcripts

Official transcripts are the approved credentials by an academic institution that shows an incoming employee meets the qualifications listed on the job description to perform the outlined job duties. Official transcripts should be sent to the hiring department. The department representative will write on the top of the transcript "original viewed by" and initial and date the document, and attach the document to the appointment of faculty in Workday.

Note: For recent graduates, a letter of conferment from the institution's Registrar's Office may serve as a temporary placeholder for official transcripts. A National Clearinghouse confirmation document may also serve as a temporary placeholder. The department representative must initial and date the letter of conferment or National Clearinghouse confirmation document, and attach the document to the hire action in Workday.

For those candidates with international degrees, to ensure consistency and accuracy a credential evaluation comparison must be conducted by a certified third party agency (i.e. Global Credential Evaluators) to determine equivalency of a U.S. degree. This document must accompany the transcript as an attachment on the Workday appointment. The department representative reviewing the official transcripts must initial and date the document, and attach the document to the hire action in Workday.

### C. Resume/Curriculum Vitae (CV)

The resume/CV is a formal document that serves to show a person's career background and skills. A traditional resume consists of a professional summary, work history, and education sections. Attach the resume/CV to the hire action in Workday.

### D. Signed Offer Letter

An offer letter is an official document that includes information about an incoming employee's job title, starting date, salary, benefits, relocation (if applicable), and other important specifics. Although both the employer and employee sign this document, it does not protect the employee from termination. Once this document is signed by all necessary parties, attach the document to the hire action in Workday.

### E. Signed Contract

A contract outlines the agreed upon terms and conditions of employment for the employer and the incoming employee. Once the contract is reviewed and signed by all necessary parties, attach the document to the hire action in Workday.

### F. Job Description

A job description is an approved written description that outlines the tasks, responsibilities, qualifications, and competencies of a position. Attach the document to the hire action in Workday.



## **G. Statement of Agreement and Understanding (SCS MOU)**

The Statement of Agreement and Understanding is a State Civil Service Memorandum of Understanding for Classified WAE appointments. This document, in accordance with Civil Service Rules, acknowledges the temporary, non-appointment nature of this appointment. Click [here](#) to access the location of this document. Once the Classified WAE employee signs this document, attach the document to the hire action in Workday.

## **H. Department Preferred Reemployment List (DPRL)**

A Department Preferred Reemployment List (DPRL) is a list for employees whose positions are moved into a lower job classification as a result of the business reorganization. Employees on the DPRL shall be given preferential hiring rights for their department or agency for the job which they occupied prior to the implementation of the business reorganization (State Civil Service Rule 5.6.1). The DPRL should be checked prior to offering a candidate the position. Once the Talent Acquisition Partner sends the HR Analyst the date stamped document, attach the document to the hire action in Workday.

## **I. License/Certification**

A special license or certification may be required to perform the duties of a job. Attach a copy of the required license and/or certification to the hire action in Workday.

## **J. Civil Service Rule 6.5(g)**

The Extraordinary Qualifications/Credentials Policy allows for incoming employees who has extensive experience to be paid a rate higher than the designated minimum market rate for the position. The verified, documented, and job related information should be sent to the Compensation Consultant for review. Once the Compensation Consultant approved the 6.5(g) documentation, attach the approved document to the hire action in Workday. If the candidate is hired above the established midpoint, attach the approved Civil Service Director Approval justification in addition to the 6.5(g) documentation.

## **K. Special Entrance Rate (SER)**

According to State Civil Service Rule 6.5(b), a special entrance rate or special retention rate can be granted per approval by the Director and the Commission when economic or employment conditions cause substantial recruitment or retention difficulties. Since the approved rate will be higher than the designated minimum market rate for the position, the approved document will need to be attached to the hire action in Workday.

## **L. Civil Service Test Score**

Certain State Civil Service (Classified) jobs require a specific test (State Civil Service Rule 22.9). Click [here](#) to see what jobs have test requirements. Once the Talent Acquisition Partner sends the HR Analyst the copy of the passing test score, attach the document to the hire action in Workday.

Note: A Classified WAE does not require a Civil Service Test.

## **M. Criteria**

1. All documents must be attached to the hire before submitting for approval.
2. For SACS exception requests, send the proper justification and supporting documentation to your Talent Acquisition Partner.
3. The Office of Human Resource Management should be notified as soon as there is knowledge about a candidate that needs to be sponsored for evaluation of the position and candidate.



**APPENDIX A: THE REQUIRED DOCUMENTATION FOR HIRES ARE LISTED IN THE CHART BELOW\*:**

Employee Type	Satisfactory BG Check Confirmation	Official Transcripts	Resume /CV	Signed Offer Letter	Signed Contract	Job Description**
Faculty	✓	✓ (if acquired from another country, a transcript certification and course evaluation need to be evaluated by a certified third party agency)	✓	✓	PER-25	✓
Other Academic	✓	✓ (if acquired from another country, a transcript certification and course evaluation need to be evaluated by a certified third party agency)	✓	✓	PER-25	✓
Professional	✓	✓ (if acquired from another country, a transcript certification and course evaluation need to be evaluated by a certified third party agency)	✓	✓	PER-40	✓
WAE	✓	✓ (if acquired from another country, a transcript certification and course evaluation need to be evaluated by a certified third party agency)	✓	Preferred	PER-40 for Temporary Workers	✓
Classified***	✓	(if education was used to meet the minimum qualifications or testing exemption)	N/A	Preferred [Required for Demotions]	N/A	✓ (SF-3)
Classified WAE	✓	(if education was used to meet the minimum qualifications or testing exemption)	N/A	Preferred	SCS MOU	✓ (SF-3)
Transient	✓	N/A	N/A	N/A	N/A	✓ (brief description of job)

\*If a PS-1 Waiver Form or SACS exception has been properly vetted and approved, attach the documents to the hire.

\*\*If a Job Description requires a license/certification, attach a copy of the license/certification to the hire.

\*\*\*Additional documentation to be attached to Classified hires include: a copy of date stamped DRPL, a copy of the 6.5g or SER document and a copy of the appropriate passing State Civil Service test score (if required).