

HIRING PACKET CHECKLIST (to be submitted with complete hiring materials as listed on the top of the PAF)	
Position #	Title:
Hiring Unit:	
AAEO Coordinator:	
Search & Screen Chair:	
Position Authorization Form (PAF) must include:	
Position Title, Position # and Hiring Unit as listed above.	
Account(s) to be charged	Acct# _____ % ____ / Acct# _____ % ____
Start Date:	
FTE Assignment:	Acct# _____ FTE ____ / Acct# _____ FTE ____
Satisfactory completion of a background check is required after a conditional offer of employment has been made.	
New Exempt Administrator (Must be approved by Human Resources)	
New or Replacement:	<input type="checkbox"/> New <input type="checkbox"/> Replacement for whom:
Type of Appointment:	<input type="checkbox"/> Tenured <input type="checkbox"/> Tenure-track <input type="checkbox"/> Term
Salary Range:	VA/Ad copy statement, "Commensurate with qualifications and experience."
Scope of Search:	<input type="checkbox"/> Internal <input type="checkbox"/> Local <input type="checkbox"/> State/Regional <input type="checkbox"/> National
Employee Type:	<input type="checkbox"/> F-T Faculty <input type="checkbox"/> P-T Faculty <input type="checkbox"/> F-T Admin <input type="checkbox"/> P-T Faculty
Vacancy Announcement (VA)	Use the University Vacancy Announcement format
Recruitment Plan:	Recruitment plans are to assist Search & Screen Committees and AAEO Coordinators to expand the scope of searches in order to increase pools of protected class applicants, i.e., minorities and women. The purpose is to foster a candidate pool among protected class members that would create a culturally diversified workforce.
Charge to Search & Screen Committee	The standard Search & Screen Committee Charge may be completed or an individualized charge may be utilized as long as it is in compliance with Guidelines for the Written "Charge" of the Hiring Procedures.
Preliminary Screen Form	<ul style="list-style-type: none"> • List all required job qualifications as stated on the vacancy announcement. • List all preferred or desired qualification as stated on the vacancy announcement.
AAEO Statement	"The University of Northern Colorado is an AAEO employer and is committed to fostering diversity in its student body, faculty and staff."