

## CHECKLIST FOR CANDIDATE FOLDER

**NAME:** \_\_\_\_\_

Date each applicable item as it is acquired or accomplished.

- \_\_\_\_\_ Invitation to apply sent to nominee
- \_\_\_\_\_ Acknowledgment to nominator sent
- \_\_\_\_\_ Letter of intent received
- \_\_\_\_\_ Address labels sent to the Equity and Access Office
- \_\_\_\_\_ Texas State University Faculty Employment Application sent
- \_\_\_\_\_ Texas State University Faculty Employment Application received
- \_\_\_\_\_ Continuation of interest letter sent
- \_\_\_\_\_ Three letters of reference received
- \_\_\_\_\_ Thank you sent to references
- \_\_\_\_\_ Official transcripts received (applicable to candidates to be interviewed)
- \_\_\_\_\_ First elimination letter sent
- \_\_\_\_\_ Second elimination letter sent
- \_\_\_\_\_ Interview letter sent
- \_\_\_\_\_ For top candidate(s) only: degree certification, college accreditation, and validity of transcripts verified (refer to paragraph 30)