

Faculty Slotted Hires
 Unclassified Staff Slotted Hires
 School of Medicine Checklist

NAME: _____

DEPT: _____ DIVISION: _____

SUPERVISOR: _____ HIRE DATE: _____

CLASS/SLOT: _____ JOB TITLE: _____

Employee’s Emergency Contact (Name/Relationship/Telephone):

Required Forms and Documents from Department

- [Health Risk Assessment Form](#) (sent to SOM HR before hire date)
- Health Risk Assessment Form **on file**
- [SLED/Background Checklist](#) (sent to SOM HR before hire date)
- [SLED](#) or [Background Authorization Form](#) (sent to SOM HR before hire date)
- [IS-1](#), if applicable (process before hire date to receive approval by International office)
- [ACA Marketplace Exchange Notice](#) to Employee
- [ACA Marketplace Exchange](#) Acknowledgment of Receipt (**Send with hire paperwork**)
- [Academic Application \(API\)](#)- For faculty hires
- Affirmation Action information on back of API
- [API Addendum](#) if clinical
- Copy of Advertisements
- EOE Summary Form
- E-verify
- [I-9](#)
- Letter of recommendation
- Malpractice – 60 day advance process (To Dawn Bruce – Copy to HR NOT needed)
- [PBP-1](#)
- Signed letter of Offer/Acceptance
- Signed PD – If unclassified staff (Go to PDs... Historical... Get reports list...to print)
- Staff Application – For unclassified staff hires
- [Work Locator Form on file](#) (no change in work location for re-hire/re-appointment)
- Work Locator Form** (if new hire or if location of re-hire/reappointment is different from form on file)

SOM HR will be responsible for the following forms and documents

- Approved A-1 if on tenure track and/or Increase to FTE Baseline
- RMH Staff Privileges Agreement for clinical faculty
- Notification to Dawn Bruce for Malpractice Insurance
- CV (received when request to make offer)
- PBP-1 hire document