**New Hire** **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TXST ID: A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NetID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FTE Monthly Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_ Cost Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fund: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Months Employed: \_\_\_\_\_\_ Position Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Posting Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Checklist Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRIOR TO OFFER BEING MADE:**

**This step is required for FOREIGN NATIONAL post-docs and visiting scholars ONLY.**

|  |  |  |
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|  **Approved** | **Document** | **Notes** |
|  | [**Export Control Screening Request Form**](https://nextgensso.com/sp/startSSO.ping?PartnerIdpId=https://authentic.txstate.edu/idp/shibboleth&SpSessionAuthnAdapterId=texasStateDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f54a51670-de7f-4140-9eab-131e369b97db)**:** If a foreign national is selected for hire, the faculty sponsor must submit completed form with current vita, and copy of the passport or visa as early as possible to expedite the hire process. | [**Dynamic Forms**](https://facultyresources.provost.txst.edu/dynamic-forms.html) |

**ALL offers should be made using the** [**Postdoc Offer Template**](https://docs.gato.txst.edu/718952/Postdoc%20Offer%20Template.docx)**.**

**ONCE OFFER IS ACCEPTED:**

**Collect hiring paperwork, request NetID, update SharePoint Faculty Log, and initiate PCR/I-9.**

**Use the** **New Faculty Packet Checklist Hired via PeopleAdmin if the post-doc is expected to teach.**

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|  **Received** | **Document** | **Notes** |
|  | **NetID Request:** Complete [ZHRPeopleSearch](https://gato-docs.its.txstate.edu/jcr%3A93fe2b95-d7e6-47eb-bb51-26a86b0fdfc5/ZHRPeopleSearch%20and%20NETID%20%20Training%20Document_02.2019.pdf) and [NetID Request](https://doit.txstate.edu/services/netid) to setup/reactivate NetID. For international faculty without SS#, contact your designated PCR processor. | Electronic - ITAC |
|  | **Authorization for Employee Moving Expenses:** [Authorization for Employee Moving Expenses](https://www.txst.edu/gao/ap/forms.html) (paid to employee) or [Relocation Services Request](https://www.hr.txst.edu/talent-acquisition/relocation-information.html) (paid to moving company) required if reimbursement for moving allowance is offered. [UPPS 03.01.22](https://policies.txst.edu/university-policies/03-01-22.html) | Hiring Proposal |
|  | **Faculty Qualifications:** Copies of all licensure and/or certifications as either a requirement or justification for employment and/or department/school accreditation. | Hiring Proposal  |
|  | **Official Doctoral Transcripts:** [Guideline for Accepting Transcripts](https://gato-docs.its.txstate.edu/jcr%3A75032aa2-d74d-4ad3-9f97-583e803a73e9/Guidelines%20for%20Accepting%20Transcripts.docx)*(Faculty & Academic Resources will request Texas State Transcripts)* | **Hard Copy or Electronic****(**[*Request templates*](https://docs.gato.txst.edu/716700/Transcript%20Request%20Email%20Templates.docx)**)** |
|  | **Hiring Matrix Tool:** Final [hiring matrix](https://facultyresources.provost.txstate.edu/recruitment/toolbox/search-committee/matrix.html) listing all applicants**.** *Not applicable for Postdoctoral ‘Pool’ Postings.* | Hiring Proposal |
|  | **Interview Questions:** List of questions asked by Search Committee. *Not applicable for Postdoctoral ‘Pool’ Postings.* | Hiring Proposal |

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|  **Faculty Log**  |
|  | [**SharePoint Faculty Log**](https://txst.sharepoint.com/sites/grp-facultyandacademicresourcesnewfacultygtadtalogs)**:** **ALL** post-docsmust be added once position is accepted. | SharePoint |

PCRs are required for new hires. PCR Training Materials can be found at the [PCR Resource website](https://facultyresources.provost.txstate.edu/PCR-Resources.html).

For questions related to **PeopleAdmin**, please see our [PeopleAdmin User Guides](https://facultyresources.provost.txst.edu/recruitment/toolbox/recruitment.html), contact 5-2557 or email [talent@txstate.edu](file:///C%3A%5CUsers%5Cjir41%5CAppData%5CRoaming%5CMicrosoft%5CWord%5Ctalent%40txstate.edu).

For questions related to **faculty hiring documents**, please contact 5.2786 or email facultyresources@txstate.edu.

For questions related to **PCRs**, please contact 5.2557 or email hr\_mdc@txstate.edu.

For questions related to **international employment,** please contact internationalscholars@txstate.edu. *International Student and Scholar Services (ISSS) should be contacted on immigration-related matters as soon as the selection process concludes.*