

## **Adjunct Faculty**

Background check needs to be completed. Send HRM an email with candidate's name and email address. A background check will be initiated by HRM staff. Candidate will need to follow up with an email sent by A-check Global background check company for approval to run the background screen. Candidate has three days to complete initial request.

On or before employees first day of hire they need to go to HRM to complete a packet with a picture ID and Social Security card.

- Upon hire, HRM will need a copy of their resume, 3 letters of recommendation, English Fluency and all official transcripts.

HRM will create a position for them once we receive the appointment form provided by the respective department.