

# Non-Faculty EHRA in AA / New Hire Packet Checklist

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## *D. C. Virgo Hiring Packet of required forms & paperwork*

Please submit directly to Talent Acquisition in Human Resources in Friday Annex or Campus Mail 5960 once packet is complete in order listed below:

*These items are completed by hiring unit for inclusion in the packet:*

**HR 3.35 form**

**Copy of Letter of Intent to Offer** – insert directly behind HR3.35 as support documentation

**Curriculum Vitae/Resume**

**Letters of Recommendation/References** – if required or submitted at time of application

*These items are completed by the new hire and submitted to hiring unit for inclusion in the packet:*

**Under HR3.35 and letter:**

**Personnel Record Data Sheet** – digital signature accepted, must have degree dates and CIP code. Find form here:

<https://www.uncw.edu/cas/documents/PRDS.pdf>

**Verification of Educational Credentials form** – Find form here:

<https://uncw.edu/hr/documents/VerificationofEducationalCredentialsNonTeaching.pdf>

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*Change to forms and other paperwork required for Hiring packet:*

A policy revision is in progress that allows us to use the verification form for non-faculty EHRA hires that are not teaching a course for credit/not assigned as instructor of record in Banner.

No transcripts will be required and no certification form will be completed.

The *Verification Form will be required* for compliance. A completed form must be included in the hiring packet when it routes forward from the dean's office or other hiring unit in Academic Affairs – form attached for your use.

*Change to routing plan:*

Packets with all documents listed above, compiled in list order, are to be routed directly to Talent Acquisition in the Human Resources office. HR will process to issue official letter of appointment and route packets to AARM for completion of the paperwork processing into AA personnel files and routing of HR3.35 to University Budget.

Because there is no certification of educational credentials required, AARM does not need to process packets prior to HR review and processing.