



Texas Southern University

Office of Human Resources

New Hire

(Faculty and Staff)

Name of New Hire: _____

Department: _____ Title: _____ Date: _____

Document Checklist

Please complete, check and submit each document to Human Resources. This information is necessary to complete university procedures in the hiring decision.

Required Forms for:

- Completed Online Application ____ Signed
- Personal Data Sheet
- I-9 Form
- I-9 Identification Copies
- W-4 Form
- Personnel Action Form ____ Completed
- Prior State Service (if previously employed at a State of Texas Agency)
- Background Check ____ Completed ____ Pending
- Resume/Vita
- Reference Letter
- Transcript (____ Official ____ Copy)
- Appointment Letter *(if applicable)*

Submitted by: _____

Reviewed by: _____