Checklist for TOP Appointments

Candidate Name:
Department:
Colleges/School:
Supervisor:
Next Level Supervisor:

1) Utilization Analysis Report - this is generated from the EO Office. Contact them at 303-556-4746 or email Velveta Howell, Interim EO Director, vhowell5@msudenver.edu and cc Paul Hitchcock, hitchcoc@msudenver.edu , L. Lempe, lempe@msudenver.edu .		
2) **Position Description** – create/update the position in People Admin at www.msudenverjobs.com/hr ; Position Management (ORANGE) as the Initiator. In the "Comment Box," state "TOP Hire" and name of candidate. Move thru approval process. HR will do a CUPA analysis/background check & EO will coordinate w/candidate to be attached to the position. Faculty CUPA analysis is done through the Dean's office. People Admin assistance call 303-556-3120 or 303-556-2145.		
3) **Approvals obtained** – supervisor, next level supervisor, budget, HR and EO (through online system and on Personnel Action Form- see below).		
4) Forward Candidates resume/vitae to EO – forward the candidates contact information to the EO Team; hitchcoc@msudenver.edu and/or lempe@msudenver.edu. They will coordinate w/candidate to be attached to the position. HR will then be able do salary assessment and background check.		
5) Complete Personnel Action Form – attach the following to the PAF:	**Yes**	**No**
a. On PAF, under V. Justification state "TOP Hire."		
b. Position Description from People Admin		
c. Candidate's Resume/Vitae		
d. TOP Proposal (next page) & EO Approval/Underutilization Report		
e. CUPA Recommendation and Background Check Authorization HR		
f. Copies of Transcripts – Official Transcripts will be required within 30 days of hire.		
g. **Three Recent Letters of Recommendation –** only necessary for faculty appointments and when required by the Dean's Office		
	Yes	**No**

Important – is the Candidate a US Citizen? - If not, does the candidate need to establish a HB1 Visa? If the candidate needs to establish a HB1 Visa, she/**he is NOT eligible for a TOP hire,** and must participate in the University search process. Questions concerning this should be addressed to Angela Bender, Assistant HR Director, abender6@msudenver.edu, 303-556-3120. *If the candidate is recommended to be hired with tenure, Consult ***Handbook for Professional Personnel***

***Date completed and sent to Provost** _____ Signature/Date of Authority_____