

Vice President Checklist

The Vice President's Office is responsible for completing the final draft of the Appointment Letter and for mailing the Letter to the new employee.

Please complete following items as thoroughly as possible to ensure a smooth and welcoming transition for the new employee.

Preparing for Appointment

- **Appointment Letter template** Human Resources & Academic Personnel Services (HRAPS) sends the Appointment Letter template to the VP's office.
These items are included with the Appointment Letter:
 - Instructions for the employee to follow the link to the [Candidate Information Form \(http://bit.ly/1sr6ASF\)](http://bit.ly/1sr6ASF) to enter their Social Security number, date of birth, and the job title for their position. The new employee will also need to sign the letter acknowledging the acceptance of the position and returning the letter by scanning and emailing (hsuhr@humboldt.edu) or faxing a copy to HRAPS at 707.826.3625; and returning the original letter to HRAPS.
 - Confidentiality Statement with instructions to sign and return this form with the signed Appointment Letter:
<https://forms.humboldt.edu/confidentiality-statement-employees-consultants-and-independent-contractors> or for Unit 4 employees: <https://forms.humboldt.edu/confidentiality-statement-academic-professionals-unit-4>
 - Live Scan Form & instructions (if required or if it's not already complete)
 - I-9
 - MPP Outside Employment Disclosure, if applicable
 - Self-addressed, stamped envelope
 - If appointment is a 10/12 or 11/12, confirm months off
 - If moving expenses have been negotiated, include terms and policy in letter: http://www2.humboldt.edu/accounting/moving_expenses.html

- **Send Appointment Letter** The VP's office sends the Appointment Letter to the new employee.

- **Distribute copies of Appointment Letter** The VP's office sends copies of the Appointment Letter to:
 - Appropriate Administrator
 - Payroll
 - HRAPS