

## HIRING UNIT CHECKLIST FOR EPA APPOINTMENTS

Action	Date Completed
Once a candidate is approved for employment, contact the candidate to make an informal verbal offer. Indicate that the formal offer would come from the Provost, Vice Chancellor, or the Chancellor.	<input type="checkbox"/> _____
If candidate accepts offer, direct her/him to the online background check authorization (UNCG Disclosure Statement and Authorization to Release Information) and the Post-employment form (PD7a).	<input type="checkbox"/> _____
Ensure that the background authorization is submitted online by the candidate to EPA Human Resources with the electronic submission of completed form considered a signed authorization.	<input type="checkbox"/> _____
Ensure that the PD7a is completed by the candidate with a signed hardcopy submitted to EPA Human Resources.	<input type="checkbox"/> _____
Conduct telephone verification of credentials (form available on EPA Human Resources web site)	<input type="checkbox"/> _____
Complete a PD7, which will request a Yes or No response as to whether the position duties require additional checks on credit history and driving records. This determination is at the discretion of the hiring unit.	<input type="checkbox"/> _____
Route approved PD7 through appropriate administrative channels to EPA Human Resources.	<input type="checkbox"/> _____
Division or unit administrator receives copy of PD7 with all approvals.	<input type="checkbox"/> _____

**For a complete explanation of background check procedures, please refer to the “Background Check Policy” and “Background Check Procedures.”**