

## EMPLOYMENT CHECK LIST

### ALL NEW EMPLOYEES (F = Faculty only)

1. Is your employment file complete?

· Letter **from you** seeking employment \_\_\_\_ or **your** MJI employment application form \_\_\_\_ (Form provided by MJI on paper or electronically)\*

· List of references indicated on application form or reference letters \_\_\_\_

· Academic CV or resume provided with application form \_\_\_\_

**(Please also send electronic copy to: [thgardin@mji.edu](mailto:thgardin@mji.edu))**

· Sealed copies of your post-secondary transcripts delivered directly to MJI (and/or completed transcript request forms provided by MJI on paper or electronically\*) \_\_\_\_

· Information release form (Form provided by MJI on paper or electronically\*)

#### **If working in the USA OR a USA Citizen:**

· IRS W-4 form \_\_\_\_ (Form provided by MJI on paper or electronically\*)

· (If located in Michigan) MI W-4 form \_\_\_\_ (Form provided by MJI on paper or electronically\*)

· INS I-9 form \_\_\_\_ (Form provided by MJI on paper or electronically\*)

**(Please be sure to also provide copies of required proof documents e.g., Drivers License and Passport photo page)**

· Employee Acknowledgement of Policies Receipts: (Forms for **signature** provided by MJI on paper or electronically\*)

· MJI electronic Policy & Procedures Manual (via [www.mji.edu](http://www.mji.edu) or CD) & form 0005f \_\_\_\_

· MJI confidentiality of student records policy form 1110f \_\_\_\_

· MJI policy on electronic assets management/internet usage form 1001f \_\_\_\_

· MJI policy on software usage form 1010f \_\_\_\_

### **NOTE: YOU NEED ONLY RETURN THE "SIGNED" FORM ACKNOWLEDGING RECEIPT OF ABOVE POLICIES. YOU SHOULD RETAIN THE POLICY DESCRIPTIONS FOR YOUR RECORDS.**

· Copies of any other certifications, licenses and publications exhibiting your qualifications to teach at the senior college level \_\_\_\_ **(F)**

2. Did you complete and submit your **(F)**:

· Annual ACICS data sheet? \_\_\_\_ (Form provided by MJI on paper or electronically\*)

· Annual Faculty Development Plan? \_\_\_\_ (Form provided by MJI on paper or electronically\*)

### IF YOU ARE TEACHING THIS COMING SEMESTER **(F)**

3. Have you signed and returned one copy of your MJI core contract? \_\_\_\_ **(new Faculty only)**

4. Did you provide the Registrar's office with a listing of your text book requirements? \_\_\_\_ **(F)**

5. Have you provided the academic offices with copies of all your course materials, such as syllabi (if different than the MJI master) and other handouts? \_\_\_\_ **(F)**

**\* Electronic copies of all required forms and other materials are available in .pdf format on the MJI website FAQ page – see item 910 and 911 on the FAQ page.**