

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)
- Sealed copies of your post-secondary transcripts delivered directly to MJI from the source institution (and/or completed transcript request forms provided by MJI on paper or electronically*).

NB: If you received any of your degrees from institutions foreign to the USA you must also submit the AACRAO Evaluation request form. See more information about this, below (F) ____

- 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 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:

- Annual ACICS data sheet? ____ (Form provided by MJI on paper or electronically*)
- Annual Faculty Development Plan? ____ (Form provided by MJI on paper or electronically*) (F)
- For those **Faculty** submitting foreign (to the USA) transcripts, an AACRAO Evaluation Request form completed using the following instructions:

1. Copies of all official foreign educational records must be submitted in the original language. ____
2. Records not in English must be translated by a literal English translation. Translations do not have to be certified, but must be literal (word for word) and the translator must sign the translated copy and include contact information. (MJI will help you with this step.) ____

3. Make sure that when you complete the AACRAO form you indicate that the equivalency evaluation should be **sent to MJI** ___ and **not** to your home. Failure to properly complete this step will insure long delays in completing your employment process. ___

4. All materials submitted to MJI become the property of MJI and cannot be returned.

IF YOU EXPECT TO TEACH 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.**