

Texas Department of Criminal Justice Checklist for Selection Packets

Job Posting #: _____
Payroll Title: _____
Extended Working Title: _____
Location of Vacancy: _____
Posting Date: _____
Interview Date: _____
Results Date: _____
Effective Date: _____
Selection Results: _____

Human Resources Representative

Instructions: Indicate with a check mark (✓) or “N/A” whether each of the following documents is included in the selection packet. Ensure the documents are in the order listed and that the completed forms are the originals.

_____ Job Description
_____ Job Posting
_____ Approval to Fill Subsequent Vacancies, if applicable
_____ PERS 288, Applicant Log
_____ Applications and Application Supplements with attached PERS 300, Applicant Screening Form, if applicable, in alphabetical order
_____ PERS 215, Minimum Qualifications Screening Instructions
_____ Document screening information, if applicable
_____ Email message of interview schedule and documentation of applicant notification for interview
_____ PERS 289, Interview Schedule
_____ “IOC to File” with scripted interview opening statements, if applicable
_____ PERS 287, Interview Documentation Form (one for each applicant interviewed)
_____ Email message from division director regarding selection of ERS retiree, if applicable
_____ PERS 284, Certification of Compliance
_____ Email notification regarding applicant clearance or non-clearance for selection
_____ PERS 286, Conditional Offer of Employment for Posted Positions
_____ Drug test results email, if applicable
_____ Email message announcing selection results
_____ PERS 45, Applicant Flow Reporting Form with Personal Data Forms in alphabetical order
_____ Copy of study material, if applicable
_____ Other _____
_____ Other _____