

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
- _____ 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 _____