

Pre-Employment Recruitment Eligibility Checklist

Use this checklist to assist in the process of determining eligibility prior to selecting applicants for interview and/or extending an offer of employment:

Vacant Position:			
Candidate Name:			
Date Position to be Filled:			
Department:			
Step 1: Recruitment Pre-Employment Verification			Initials
1. Candidate meets minimus	m qualificati	ons	
 Types of experience 	-		
2. Proof of License			
3. Proof of Certification			
4. Proof of Education			
5. Is applicant claiming or a	warded vete	rans' preference?	
6. Employment Verified (after accepting offer of employment)			
Company Name			
Dates of Employment			
Position Held			
7. References (after accepting offer of employment)			
8. Position Status: Full-Time	e	Part-Time	
Tempora	ry	Intern	
This form certifies I have verified the for an interview and/or extending a		-	•
Print Name	Signature		Date