

Adjunct Screening and Approval for Hire Form

This form must be filled out in its entirety

Applicant Name _____ **Division** _____

Review of Application Materials: (please check; attach to form)

___ Cover Letter ___ Resume ___ Transcripts (circle): official or unofficial
___ Certification (if applicable): _____

Will this applicant need licensure to teach dual enrollment courses? ___ Yes ___ No
___ Holds a current Montana teaching license Class: ___ 1 ___ 2 ___ 4 ___ 8
Subject(s): _____ Folio ID _____
___ Appropriate degree/credits/certification within Board of Regents policy and applicable Program Accreditation Standards

Materials reviewed by: _____
Division Director Signature Date

Interview and Reference Checks: (must be conducted with 2 people; attach documentation to this form)

Interviewed by: _____
Signature Date

Signature Date

References checked by: _____
Signature Date

Signature Date

Does this applicant teach for any other Montana University System school? ___ Yes ___ No
If yes; indicate number of credits (if known): _____

Recommendation to Hire: ___ YES ___ NO **please check one below:**

- ___ Meets requirements but not recommended for hire. (list reasons on a separate form or on the back of this sheet)
- ___ Meets requirements but we are not hiring at this time; please keep on file in adjunct pool for future needs. (return to HR)
- ___ Meets requirements; recommend hiring at this time

Will this applicant be teaching courses for credit? ___ Yes ___ No
Semester/Date & Year: _____ Course(s): _____ Day/Time _____

Will this applicant be an: ___ Employee OR ___ Independent Contractor

Division Director Signature Date

Approved for Hire:

___ YES ___ NO

Executive Director of Instruction Date

Route to HR; HR will email a copy to Division and Payroll of hiring status

FOR HR USE ONLY: Currently an Adjunct ___ Yes ___ No
Credits this Semester ___ Last Semester ___ Total for Fiscal Year ___ Over 17 credit limit? ___

Human Resources Review:

Action Needed _____