

Appointment Progression Form

Appointment Request Date _____

Name: _____
Title & Rank: _____
Host: _____
Period: _____

Initial Request:

- Fax offer request to Lin Ferrand/Lorraine Post for approval: _____
- Notify Mary Idzior of pending appt. **(Foreign Appts Only)** _____
- Request contact information & cv: _____
- Email Visa form (3 pages) for completion _____

Submit to DOF/Nassau Hall:

- Appointment form _____
- CV _____
- Visa form (if applicable) _____
- Search form (if applicable) _____
- Ad (if applicable) _____
- Write up from Faculty **(For Visiting Appts)** _____
- Assign office/desk _____

Office Progression:

- HRMS confirmation date _____
- Set up manilla and pendaflex folders _____
- Order proxy card _____
- Select key(s) _____
- Welcome Letter/Customize _____
- Mailbox/inform faculty assistant _____
- Technical Staff Attendance sheet _____
- Email Housing Dept. link _____

- Rules & Procedures of Faculty _____
- Rules & Procedures of Prof. Res. _____
- Safety statistics/campus maps _____
- Register for Lab Safety Training _____
- Add employee to Dept. Database _____
- Request voice-mailbox _____
- Add to email distribution lists _____
- I-9 signed upon arrival (HRMS Confirmation) _____