



GVSU Hiring Documents Checklist

(Executive, Administrative & Professional Staff)

EXECUTIVE, ADMINISTRATIVE & PROFESSIONAL STAFF FORMS

- ☐ Appointment letter signed by Dean/Appointing Officer
- ☐ Resume
- ☐ Official transcript (highest degree completed)
- ☐ Application form/info sheet (PageUp) **or** Adjunct AP information sheet (paper)
- ☐ I-9 form
- ☐ Direct Deposit form (optional)*
- ☐ Tax forms (Federal, State of Michigan, City)*

**Needed for the Payroll Office*