

## Pre-Hire Review

1. All significant educational accomplishments/certifications/licensures checked and found to be satisfactory.  
 Yes  No
2. Previous employment and other references checked and found to be satisfactory.  
 Yes  No (If no, attach explanation)
3. Employee History Report (EHOC)/Personnel File  
 No record on file.  
 State personnel file reviewed, including personnel actions/attachments for terminations, and inquiries made with previous employing agency(ies).  
 No evidence of unsatisfactory state employment.  
 All notations of disciplinary actions reviewed with disciplining agency:  
 Explanation satisfactory  
 Explanation unsatisfactory
4. Drug-Free Workplace  
 Not applicable  
\_\_\_\_\_ Collection Date  
\_\_\_\_\_ Report Date
5. Criminal Background Check and/or Unclassified Background Check  
\_\_\_\_\_ Submission Date  
\_\_\_\_\_ Results Received Date
6. Nepotism  
 Applicant has completed Supplemental Nepotism Statement.  
 Information on Supplemental Nepotism Statement has been reviewed:  
 There is no conflict of interest.  
 There is a conflict of interest (consult with agency legal counsel).
7. Candidate selected was among the most qualified.  
 Interview packet is on file in my agency's human resources office detailing all final candidates considered and the results of such considerations.

I certify that all of the above-listed information has been checked. This applicant will start employment \_\_\_\_\_.

Human Resources Officer Signature	Date
-----------------------------------	------