Brooklyn College
The City University of New York

Administration File Inventory Checklist
Research Assistant/Research Associate

Candidate's Name: _____

	Complete?
I. Current Data	
Current Curriculum Vitae	☐

II. Initial Appointment Documentation (Created during the hiring process)

Curriculum Vitae	☐
Appointment Letters/Forms	
Department (If applicable)	☐
President/Provost/Human Resources (If applicable)	☐
Letters of Reference	☐
Letter of Acceptance♦	☐

Chairperson's Signature: _____ Date: _____

Print Name: _____

♦*Letter signed in acceptance of job offer.*

NOTE: Verification documents (1-9 Form, degree(s), certificates and copy of the social security card) are no longer required to be in the administration file when it is delivered to the Reading Room. If these documents are a part of the file, please remove them before delivery to the Reading Room.

![Brooklyn College - The City University of New York]

Personal File Inventory Checklist
Research Assistant/Research Associate

Candidate's Name: _____

	Complete?	Initialed by Candidate?
I. Evaluative Information		
Annual Evaluation	☐	☐
II. Correspondence and Other Information		
Brooklyn College Correspondence	☐	☐
Letters of Commendation	☐	☐
III. Work Information		
Current Job Description	☐	☐
Work Schedules	☐	☐
Multiple Position for Non-Teaching Staff*	☐	☐
IV. Academic / Professional Information		
Curriculum Vitae	☐	☐
Letters from Publishers	☐	☐
Publications	☐	☐
Grants	☐	☐
Awards and Honors	☐	☐
Other Academic/Professional Information	☐	☐

Chairperson's Signature: _____ Date: _____

Print Name: _____

Candidate's Signature: _____ Date: _____

Formally known as Overload Appointment