

# Faculty Employment Checklist

Peralta Community College District, Office of Human Resources  
333 East 8th Street, Oakland, CA 94606

The Human Resources (HR) Department will contact new hires to schedule an appointment after we receive a hiring request from your Division Dean. New hires must complete the appointment before their start date. Employees must submit all required documents by the deadlines to meet the minimum qualifications. Otherwise, the employee will become ineligible to teach at Peralta.

## **Documents due at the time of the HR appointment:**

- Live Scan Fingerprints (use the required Peralta form as no previous Live Scan will be accepted)
  - [Live Scan Form](#)
  - [Locations](#)
- Proof of Eligibility to work in the US/ I9 documents (Click [here](#) for full list. Original copies only.)
- Online Faculty Application

**Documents due before or on the employee's start date:** HR recommends that all employees bring their TB test reading to their appointment.

- [Tuberculosis Test Result](#), OR Medical Examination Form

## **Documents due within 90 days of the employee's start date:**

- Official Transcripts (Associate's, Bachelor's, Master's, and/or Doctorate, as well as any other post-baccalaureate units).
  - Mailed transcripts must be sealed
  - E-Transcripts must be emailed directly from the source to an HR staff
  - Foreign degree(s) must be evaluated by an official foreign credentials/transcripts evaluation and translation service.
- Verification of related work experience letter. Please see page two for an example template.

If you are interested in benefits, contact the Benefits Office at (510) 466-7229 within 30 days of your hire date.

See the link below for directions to the Peralta Human Resources Office.

<https://goo.gl/maps/BwXXzeyKREF2>

