

Appendix V.

DOCUMENT CHECKLIST FOR APPOINTMENT FILES TO BE REVIEWED BY CAPA

- ✓ Program Director's recommendation for appointment memorandum.
- ✓ Position description.
- ✓ The Candidate's original letter of application, resume and list of references.
- ✓ A copy of the solicitation letter sent to each Referee.
- ✓ A copy of each Referee's written response, or in cases of telephone reference interviews, a written summary of each interview.
- ✓ Written statements from participants in the interviews.