

RECRUIT/ADMISSIONS TRAINING CHECKLIST

BANNER NAVIGATION

I attended ITS Banner Navigation Training on _____.

OR

I attended Banner Navigation Training conducted by _____ on
_____ and,

my department supervisor certifies that he/she is satisfied with my ability to navigate within Banner.

Employee's Signature

Department Supervisor's Signature

FAMILIARITY WITH DATA STANDARDS IN GENERAL AND WITH THOSE APPLICABLE TO RECRUITMENT AND ADMISSIONS WORK IN PARTICULAR

I have received a hard copy of the Data Standards and am familiar with the kinds of information contained in the document.

I have reviewed and am familiar with the information applicable to my work entering Recruits and Applicants into Banner including data standards applicable to

- Name Types and Formats
- Address Types and Formats
- Other _____

Employee's Signature

Department Supervisor's Signature

FUNCTIONAL TRAINING

I understand the importance of maintaining PIDM integrity and will only enter persons into Banner once I have the required information (name, address, gender, DOB, and zip code/country code for recruits; name, address, gender, DOB, zip code/country code and Social Security Number (for US citizens) and; and will search for existing persons in Banner before generating a PIDM.

I understand information entered into Banner Recruit and Admissions Modules becomes part of the student's record.

I understand those aspects of the Recruit and Admissions functionality necessary to do my job effectively.

Employee's Signature

Department Supervisor's Signature

LIVE BANNER ACCESS APPROVAL

Department Supervisor

Recruit/Admissions Sub-Team Member

Recruit/Admission's Chair

Date: _____