APPOINTMENT REQUEST FORM
Classified Personnel – Civil Service

INSTRUCTIONS: Department Head, Dean, or other Budget Unit Head will initiate one copy and forward it to each office listed below for approval. The department head may wish to retain a copy of the form in his or her files prior to approval. The Human Resources Office will then distribute a copy of the completed form to the appropriate office. No job offer or commitment should be made to an individual applying for a classified position without prior approval from the Human Resources Office. An employee will not be paid for any time worked before the appointment is approved. The employee should report to the Human Resources Office at their scheduled appointment time to complete employment paperwork.

Name ___________________________ Social Security # ___________________________

Last    First    Middle

Male    Female

Address __________________________

Date of Birth ______________________

Race _______ Ethnic Origin _______

Position to be Filled __________________ Effective Date ______________________

Full-Time _______ Part-Time _______ Previous Incumbent __________________

Last    First

Department __________________________ Account # __________________________

Type of Appointment

_____ Probationary

_____ Classified WAE

_____ Job Appointment

_____ Other _______

Requested: _______________________ Date __________________

Dept. or Budget Head

Appropriate Vice President

Dean

Human Resources (PES, MQ, etc.)

Appointing Authority/HR Director

PROBATIONARY APPOINTMENT:

Appointment of a person to serve a minimum of six months as a test period in a position. Permanent appointment shall begin if the employee has met the required standard of work during the probationary period.

CLASSIFIED WAE APPOINTMENT:

A temporary appointment of an employee to fill a position for a limited period of time and hours not to exceed 1,245 worked hours during a twelve-month period. This appointment must get a position description approval from civil service before it can be used.

JOB APPOINTMENT:

A temporary appointment of an employee to fill for a limited period of time not to exceed four years. Job appointments must be announced and filled from a Certificate of Eligibles.

OTHER:

Use for personnel actions such as transfer, promotion, lateral, detail to special duty, etc.