

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 _____				
<i>Explanation of appointments listed at the bottom of page</i>				
Requested: _____				
Dept. or Budget Head		Date	Appropriate Vice President	Date
_____		_____	_____	_____
Dean		Date	Human Resources (PES, MQ, etc.)	Date
_____		_____	_____	_____
Appointing Authority/HR Director				Date
_____				_____

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.