

**RECRUITMENT APPOINTMENT FORM – NON-FACULTY**



*Office of Human Resources*

*Please complete the top portion of the form and forward to Human Resources (Moore Library – Room 108) along with a copy of the Candidate Interview Summary, Selected Candidate Application/Resume, and Reference Checks. Offers will be made once all paperwork is received in HR.*

Position No. \_\_\_\_\_ Department \_\_\_\_\_

Title \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

New Hire       Promotion       Transfer       Acting

Full time       Part time

10 months       12 months       Other (please explain) \_\_\_\_\_

Salary Offer \_\_\_\_\_ Desired Start Date \_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

**FOR EMPLOYMENT USE ONLY**

Final Salary \_\_\_\_\_ Start Date \_\_\_\_\_

Administrative/Professional       AFSCME Clerical       Non-Bargaining Support

Exempt       Non-Exempt      Grade \_\_\_\_\_ End of Probation Date \_\_\_\_\_

Employment Paperwork: Candidate Interview Summary  
Selected Candidate Application/Resume  
Reference Check – 1 and 2  
Consent for Background Check  
Completed Background Check  
PED and PSH Completion Language


\_\_\_\_\_  
Manager of Employment Signature

\_\_\_\_\_  
Date