

**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	<input type="checkbox"/>
	Selected Candidate Application/Resume	<input type="checkbox"/>
	Reference Check – 1	<input type="checkbox"/>
	Reference Check – 2	<input type="checkbox"/>
	Consent for Background Check	<input type="checkbox"/>
	Completed Background Check	<input type="checkbox"/>

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