

Youngstown State University
RECOMMENDATION TO APPOINT A CLASSIFIED EMPLOYEE

This form shall be used to recommend all classified appointments (i.e. new hires, promotion, etc.) It is the responsibility of the department head/chairperson to recommend the best qualified candidate of those referred for appointment to a vacant position. Once the department head/chairperson has completed and signed this form, it should be submitted to the area officer, through normal channels, for signature approval. This form must then be submitted to the Personnel Services Office for disposition and processing. At the same time, a copy of this form must be attached to the appropriate Affirmative Action paperwork and submitted to the Affirmative Action Office. **NOTE: DO NOT CONTACT THE RECOMMENDED CANDIDATE.** You will be contacted once your recommendation has been approved by the Executive Director of Human Resources, and the candidates will be notified that the selection has been made.

DEPARTMENT: _____

DATE: _____

NAME AND ADDRESS OF CANDIDATE:

This recommendation is to fill a _____, classification _____,
Position #: _____.

Requested effective date of employment: _____

Brief statement of recommended candidate's qualifications (training, work experience, etc.)

ATTACHED ARE THE FOLLOWING:

- Copy of Job Vacancy Announcement
- Copy of approved "Employment Requisition"
- Copy of official Position Description

Department Head/Chairperson

Date _____

- Approved COMMENTS
- Disapproved

Administrative Superior (where applicable)

Date _____

- Approved COMMENTS
- Disapproved

Area Officer

Date _____