

YSU PROFESSIONAL/ADMINISTRATIVE STAFF APPOINTMENT RECOMMENDATION

Directions: Recommendations to appoint new full and part-time Professional/Administrative staff are made using this form. Complete all appropriate sections and advance the form for signatory authorizations as indicated prior to submitting the form to the Office of Human Resources. **NOTE: A completed Affirmative Action Appointment Recommendation must also be advanced to the Director for Equal Opportunity at the same time for all .50 or greater FTE positions (attach a copy).**

1. DEPARTMENT:	12. RELOCATION ALLOWANCE RECOMMENDED: <input type="checkbox"/> Yes (Attach Form PS-39) <input type="checkbox"/> No
2. POSITION TITLE (please indicate FTE if other than 1.00):	13. DOCUMENTS ATTACHED: <input type="checkbox"/> copy of approved <i>Recommendation on Vacant P/A Position</i> form (REQUIRED) <input type="checkbox"/> Official transcript showing highest earned degree <input type="checkbox"/> vita <input type="checkbox"/> position announcement <input type="checkbox"/> <i>Recommendation for Relocation Allowance</i> form <input type="checkbox"/> copy of <i>Affirmative Action Appointment Recommendation</i> form (for .50 or greater FTE positions)
3. CANDIDATE'S NAME AND ADDRESS: Social Security Number: _____	
4. CANDIDATE'S EARNED DEGREES: <i>Degree</i> <i>Institution conferring degree</i>	14. COMMENTS/ADDITIONAL INFORMATION: NOTE: <i>If any conditions (e.g., completion of degree, attainment of certification, etc.) must be met by the candidate prior to the effective date of this appointment, or any subsequent renewal, specify those conditions below. Any other information which may be pertinent to this appointment should also be indicated here (e.g., must reside in campus dormitory).</i>
5. 12 MO. FULL-TIME SALARY BASE RECOMMENDED: \$ _____	
6. CONTRACT PERIOD (indicate specific dates):	
7. ACCOUNT TO BE CHARGED (include 5 digit code):	
8. TYPE OF APPOINTMENT: <input type="checkbox"/> Regular <input type="checkbox"/> Temporary	
9. APPOINTMENT/REAPPOINTMENT CONTINGENCIES (see item 14): <input type="checkbox"/> Yes <input type="checkbox"/> No	15. <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended _____ Executive Director/Dean Date
10. CANDIDATE'S CITIZENSHIP: <input type="checkbox"/> U.S. <input type="checkbox"/> Other (Specify) _____	16. <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____ Vice President Date

TO BE COMPLETED BY HUMAN RESOURCES

_____	x	_____	÷	260 days	x	_____	=	_____	\$	_____
12-mo base		FTE				No. of days		Actual Salary		
_____	x	_____	÷	___ mos/pays	x	_____	=	_____	\$	_____
12-mo base		FTE				No. of ____		Actual Salary		