

Request to Fill a Vacant or Reclassify A Classified Position/Appointment Form

Form #2
(a.k.a. Green Sheet)
Revised 06/07 GREEN ORIGINAL

REQUESTING DEPARTMENT: _____

CONTACT PERSON: _____

- Fill a Vacancy
- replacing _____
- new position _____

Re-Appoint After Initial Search

Applicant _____

Change a classified position

Current FTE: _____

Proposed FTE: _____

POSITION TITLE, SALARY GRADE: _____

LINE ITEM #: _____

DESCRIPTION OF DUTIES ATTACHED: Yes No

ACCOUNT NUMBER: PSR _____ Temp Serv. _____

- WORK EFFORT:
- Full-time Perm
- Part-time Perm _____ % of effort
- Temporary _____ hours per week

EXPECTED APPOINTMENT DATE: _____

EXPECTED TERMINATION DATE: _____ (if applicable)

(Signature – Department Head)

(Date)

(Signature – Next Level Supervisor)

(Date)

(Signature – VP; *signature denotes Cabinet approval*)

(Date)

(Signature – Business Office)

(Date)

- Earmarked: Yes No
- Preferred List: Yes No

(Signature – Human Resources)

(Date)

Human Resources Use Only

Name: _____

SS#: _____

D.O.B.: _____

Salary: _____

Effective date: _____

PED: _____

Clearance Code: _____

Cert #: _____

List #: _____

Score: _____

Appointment type: Perm

Temp Prov.

Cont. - - Exp. Date: _____