

Chapter 5 Hiring Process

5.01 Applicant Notification

- **Permanent, Project and Limited Term Employment Hires**

All permanent, project and limited term employment (LTE) hires must be given an appointment letter. The appointment letter establishes the terms and conditions of employment including, but not limited to, the classification title, pay schedule and range, type of appointment, starting date, salary, appointment percent, bargaining unit, probationary information (permanent hire), FLSA provisions for overtime, and length of the appointment (project and LTE hires).

In addition, all letters should include:

- I-9 Employment Eligibility Form
- Information about moving expenses, if appropriate
- Reference to staff benefits
- Provisions for Project Employment addendum (for project hires only)
- Fact sheet for LTE staff benefits (for LTE hires only)

See [Appendix 5-A - I](#) for sample appointment letters.

- **Letter of Rejection**

Applicants interviewed and not selected for hire to permanent, project and LTE positions must receive notification of rejection.

See [Appendix 5-J](#) for sample letter of rejection.