

Chapter 5 Hiring Process

5.02 Notification to Classified Personnel Office

- **Permanent and Project Hires**
 - Inform Certification Unit of hire including certification number, classification title, name of hire and starting date. Send copy of appointment letter and signed Position Description to Certification Unit.
 - Complete Written Hiring Reason Form (Appendix 5-K) for new and promotional appointments to permanent positions and all appointments to project positions. Send to Certification Unit.
 - I-9 Employment Eligibility Form must be submitted to . (Refer to Chapter 5.04.)
 - Entry Professional Positions (EPP) requires completion of an EPP Hire Report (Appendix 5-L) which must be sent to Certification Unit.
 - Departments delegated authority to complete the Certification Request and Register Control Slip, Form 62 (Appendix 5-M) must complete the form and send to Certification Unit.
- **Limited Term Employment Hires**
 - LTE Request Form should be reviewed and signed by the employee on the first day of work and then immediately sent to . (Refer to Chapter 3.)
 - I-9 Employment Eligibility Form must be completed and submitted to employing unit personnel office. (Refer to Chapter 5.04.)