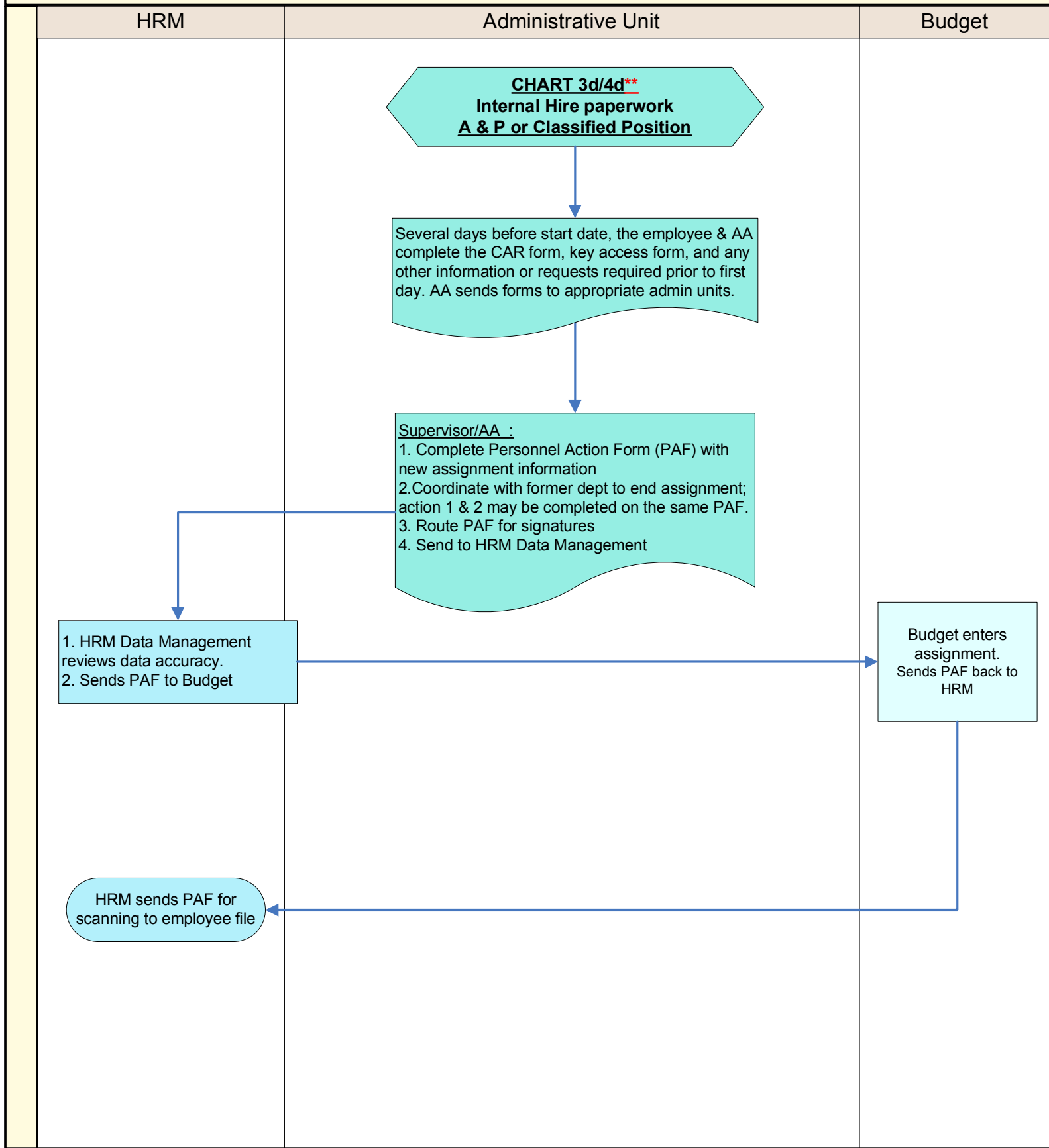


Internal Hire Paperwork – How to process the paperwork to put an internal hire (A & P or Classified) in the position they have been selected for; for questions, call the Assistant Dir., Employment and Compensation x2128 or Compensation Mgr. x2223



****When an Internal Candidate is chosen to fill a vacant position, the same interview & selection process is followed, see Charts 3a, b & c. When a position is reclassified as a result of a job audit, follow instructions for the Reclassification Process instead of new internal hire process.**