



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
1**

**PAGE
D2-120.2**

SUBJECT

APPOINTMENTS

SUB-TOPIC

CLASSIFIED SERVICE, Continued

APPOINTMENT PROCEDURES

APPLICATION FOR EMPLOYMENT

Prior to being considered, all applicants must complete, and have on file in the Human Resources Office, an "Application for Employment" form (see Exhibit D1).

EXISTENCE OF AN OPENING

When a Classified staff opening exists or is anticipated, the administrative officer must submit the Request for Appointment (see Exhibit D2) and an RFA Addendum form (see Exhibit D2A), as explained under "Posting of Openings," page D2-120.7, to the Human Resources Office which provides a means for the administrative officer to indicate specific job related information concerning the open position. Each submission should be made well in advance of the proposed appointment date to provide adequate time for determining funds availability and to insure compliance with UTD policies, Federal and State laws, and Equal Employment/Affirmative Action guidelines.

SECURING PERSONNEL ADVICE

Prior to initiating procedures for the employment of new personnel, administrative officers should secure advice from the Human Resources Office regarding classification and salary/wage rates. Generally, the starting rate is at the minimum level for that particular classification.

INTERVIEWS

All initial interviews and screening of applicants will be conducted by the Human Resources Office. After the initial screening and interview, successful applicants will be referred to appropriate administrative officers or supervisors for additional interviewing.

PRIOR COMMITMENTS

Persons may be considered for appointment only after the applicant has been cleared by the Human Resources Office as to work eligibility in the various classifications. Commitments made by administrative officers or supervisors to individuals without prior clearance cannot be honored.