



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION
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SUBJECT

APPOINTMENTS

SUB-TOPIC

CLASSIFIED SERVICE, Continued

APPOINTMENT PROCEDURES, Continued

REEMPLOYMENT OF TERMINATED PERSONNEL

Prior to initiating the reemployment of persons terminated by the University, administrative officers must clear the intended action through the Human Resources Office. Previous employment of an applicant by UTD does not exempt him/her, or the appropriate administrative officer or supervisor, from compliance with rules and regulations regarding the appointment of anyone to the Classified Service.

SUPERVISOR'S INTERVIEW SHEET

A Supervisor's Interview Sheet (see Exhibit D3) must be prepared by the administrative officer or supervisor for each applicant interviewed for a position noting either acceptance or reasons for rejection. These forms should be completed and returned to Human Resources as soon as possible after completion of the interviewing process for a position and before an offer is made.

OFFER OF POSITION

The President has delegated Human Resources as the **only** University office authorized to make official offers to applicants. To avoid embarrassment to UTD, interviewing administrative officers or supervisors should not negotiate salaries with prospective employees. The actual offer of a position to an applicant can be made either verbally or in writing by the Human Resources Office only after compliance with all governing policies and regulations has been assured.