



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
2**

**PAGE
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SUBJECT

APPOINTMENTS

SUB-TOPIC

CLASSIFIED SERVICE, Continued

PROMOTION, Continued

SELECTION, Continued

If more than one (1) qualified employee is under consideration at the same time, the most qualified will be selected.

When two (2) or more employees possess equal qualifications, the employee who appears to be able to contribute most toward achieving the goals of the administrative unit will be selected.

Prior to the appointment and after selection of the applicant by the hiring administrative officer or supervisor, the Human Resources Office will make the job offer. Administrative officers should not negotiate salaries with an applicant at any time.

Care should be taken by administrative officers and Human Resources to ensure continuity of employment of an applicant so as not to affect any employee benefits.