



PERSONNEL ACTION PROCEDURE INSTRUCTIONS – REGULAR POSITIONS

Purpose: The Personnel Action form is used to receive approval of specific candidate information for all regular (non-temporary) positions.

Approval: Requests to fill regular positions must be approved by all management levels through the President.

Procedure:

1. Hiring Supervisor retrieves electronic copy of Personnel Action Form available on the Human Resources web page.
2. Form is completed, "signed" and dated under Approval section, and submitted to Director of Human Resources by clicking on Submit button at bottom of form.
3. Director of Human Resources reviews and approves and sends to Next Level Manager (if any) or Member of President's Staff as appropriate for his/her review and approval.
4. Next Level Manager(s) reviews and approves and forwards to next level(s) for review and approval.
5. Final review and approval by President who then sends form to Hiring Supervisor and Director of Human Resources.
6. Once approved, Hiring Supervisor will notify candidate and complete and submit a Blue Team Form and payment form (contract, Human Resources Information Form, or other payment document).