

MEMORANDUM

DATE:

TO:

FROM: , Human Resources

SUBJECT: Approval to Begin Recruiting Process for Proposed Classification

In order to assist you in meeting your workload needs, the recruiting process may begin for the following position(s):

CLASS TITLE

POSITION #

To implement this process, you should complete a Position Vacancy Announcement form and submit it to the Recruitment, Retention and Recognition Section, Health Sciences Center Personnel Office or other campus personnel office, as appropriate.

Please understand that this does not indicate the proposed classification has been approved. Review and approval by the Director of Human Resources (or designee) is required before the classification can be effected.

If the classification is approved, you will receive a Classification Change Notification from this office indicating the approved class title and effective date of the action. An appointment cannot be made to the position(s) until you receive the Classification Change Notification. If the requested classification is not approved, the recruiting effort will be invalid and a new Position Vacancy Announcement with the correct class title must be submitted.

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