

Recruitment Selection Form

(Please complete once a selection has been made.
Must be submitted to the Personnel Department at least one week prior to start date.)

Name of New Employee: _____

Desired Start Date: _____

Desired Step: _____
(If step B or C, requires Personnel Department Approval, if step D or above, requires Board of Supervisor approval.)

Personnel Department Approval (If applicable):

Board of Supervisor Approval (If applicable):

References checked

Background processing complete

Special Instructions for offer letter (If applicable):