

ACTIONS SAMPLE – 4th CYCLE

EMPLOYEE NAME _____ PERS # _____ EFF DATE _____
ACTION REASON _____ PAY REASON _____ CONTRACT TYPE _____
OLD TITLE _____ NEW TITLE _____
OLD SALARY _____ OLD LEVEL _____ NEW SALARY _____ NEW LEVEL _____ % CHANGE _____
6.5 (G) _____ XTRA QUALS VERIFIED _____ PAY POLICY _____ POSTED _____
OPA/R&R REASON _____ OPA RECIPIENTS POSTED _____ OPA PERM/LUMP _____
APPT AUTH APPVL _____ CERT FOR COMP _____ DPRL CHECK _____ TIMELY REPORTING _____ PO# _____
SF-3 ___ EFF DATE _____ AA APPVL _____ APPLICATION _____ DATE SUBMITTED _____
VACANCY POSTING/DATES _____ APPOINTEE SCORES _____ LA CAREERS HIRE AUTH TIMELY _____
QUALS VERIFIED / TRANS/LIC _____ MQ MET _____ JUSTIFICATION IF NOT MET MQ (FOR DSD) FQ _____
EMPLOYEE MEETS ANY APPROVED SELECTIVE CERTIFICATION OR DCL SUPPLEMENTAL QUAL _____
ELIGIBLE/REFERRAL LIST _____ PROMOTIONS ONLY/APPOINTEE IN CORRECT PROMOTIONAL ZONE _____
NOTIFICATION TO REJECTED CANDIDATES _____ TIMELY _____ IF N/A, WHY? _____
TEMP APPT JUSTIFICATION _____ TEMP APPT W/IN TIME LIMIT _____ VETERANS POINTS _____

PREFERRED LIST CHECK APPOINTMENT

COPY OF OPEN DPRL SCREEN PRINT OR DPRL LIST SHOWING APPOINTEE NAME AND ANY NAME ABOVE IT _____
DOCUMENTATION THAT APPOINTEE WAS 1st ON DPRL _____ HIRED WITH PERM STAT IN PERM POS _____
PAID ACCORDING TO CS RULES 6.5.1 AND 6.14(j) _____

COMMENTS
