

POSITION FILLED CHECKLIST

This checklist must be completed and returned to the Personnel Department upon position being filled. Thank you.

DEPARTMENT: _____

POSITION TITLE: _____

NAME OF PROSPECTIVE EMPLOYEE: _____

PROSPECTIVE EMPLOYEE'S MAILING ADDRESS: _____

POSTING TO BE CLOSED?

YES:

NO:

If posting is not to be closed, please explain why:

Approved start date as determined by the Personnel Department: _____

Date Payroll Authorization submitted to the Finance Department: _____