

TEMPORARY EMPLOYEE QUALIFICATION REVIEW

TODAY'S DATE: _____

TO: CIVIL SERVICE OFFICE, TALENT ACQUISITION SECTION

FROM: _____ with _____
(dept/section)

TEMP EMPLOYEE NAME: _____

CLASSIFICATION TITLE (CODE): _____

Comments:

This Section to be completed by TA staff

REVIEWED BY: _____ DATE: _____

REVIEW FINDINGS

QUALIFIED: Copy of Qual Record Attached (JobAps screenshot)

Application Only (has not applied for this class)

NOT QUALIFIED (Please Indicate Everything the Applicant is Currently Lacking or that is Out of Date)

Work Experience: _____

Education: _____

License(s)/Certif(s) (please specify): _____

Test Scores: Written Test: Test # _____

Other (please specify): _____
