

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NOT QUALIFIED (Please Indicate Everything the Applicant is Currently Lacking or that is Out of Date)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