

CITY OF HAMILTON, OHIO

NO. 301

ADMINISTRATIVE DIRECTIVE

Effective date April 22, 1977

Supersedes _____

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Approved _____

SUBJECT: PERSONNEL REQUISITION AND CERTIFICATE OF ELIGIBILITY

REFERENCES: Personnel Memorandum NO. 77-4 dated 4/27/77.

1. Requests from Appointing Authorities for certification of eligibles will be made utilizing a Personnel Requisition and Certificate of Eligibility.
2. Adoption of this form is to provide for the following:
 - A standardization of information received from Appointing Authorities that will better facilitate certification.
 - Pre-certification approval of City Manager authorizing filling of vacancy.
 - Improved records management of certification and selection actions.
 - Permanent record of perceived strengths and weaknesses of candidates interviewed.
3. Municipal Appointing Authorities are to disregard those sections of the form identifying with Board of Education data needs.
4. Instructions for form use are detailed on the reverse side of the blue copy and incorporated herein by reference.
5. Contact Personnel for form re-supply as necessary.