



CHECKLIST FOR ASSIGNMENT TO VACANT HIGHER POSITION Exempt

Must print in Black or Blue ink ONLY

| | | |
|-------------|---------|-----------------------|
| Employee ID | Rcd No. | Last Name, First Name |
| Department | | |

PREREQUISITE

Note: Prerequisite(s) must be completed and sent to Employment-Human Resources prior to completing this packet

[Assignment to Vacant Higher Position \(Exempt\)*](#)

REQUIRED

[Employment Status and Wage Notification](#)

[Job Action Request \(JAR\)](#)

REQUIRED (IF APPLICABLE)

[Advanced Step Hiring Request-New Employee Only*](#)

[Job Share Contract*](#)

[Automobile Election Agreement-Exempt*](#)

[Form 700](#)

[Bilingual Forms](#)

Incomplete Packets Will Be Returned