



INTERIM/ACTING UNCLASSIFIED APPOINTMENT REQUEST

EXCLUDED ADMINISTRATORS/MSUAASF

Check Type of Appointment	
<input type="checkbox"/>	Interim: Serving in the position in a temporary capacity until a new hire is made through a formal search process (<i>e.g., incumbent left MSU</i>)
<input type="checkbox"/>	Acting: Serving in the position in a temporary capacity during the absence of the permanent employee (<i>e.g., incumbent on medical leave, leave of absence</i>)

Complete	
1 Position Title:	2 PRF Number:
3 Duration of Appointment:	
4 Department/Administrative Unit:	
5 Affirmative Action Goal for the unit is:	
6 Recruitment was at the following level(s): (Check all that apply)	
<input type="checkbox"/> Department/Work Area <input type="checkbox"/> Campus Wide <input type="checkbox"/> Division <input type="checkbox"/> Other (<i>Explain</i>) _____	
7 Number of candidates interested or nominated:	
8 Number of candidates interviewed:	
9 Name of recommended candidate for the interim or acting position (<i>attach resume</i>):	
10 Will this person be a candidate for a permanent position: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
11 Rationale for selected candidate:	
12	
_____ <i>Signature of Requester</i>	_____ <i>Date</i>

<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	_____ <i>Dean/Vice President</i>	_____ <i>Date</i>
<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	_____ <i>Director of Affirmative Action</i>	_____ <i>Date</i>
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	_____ <i>Director of Human Resources</i>	_____ <i>Date</i>