

**TO:** Carol Mord, Human Resource Services (Z-0751)

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**PERMANENT APPOINTMENT FILE CONTENTS:**

- VP Recommendation Memo (addressed to President)
- Department Head Recommendation Memo (addressed to VP/Provost)
- Supervisor's Statement/Recommendation with employee's acknowledgement of receipt
- Resume/Curriculum Vitae (CV)
- Current Performance Program
- Current Performance Evaluation
- List of Contacts Solicited by Candidate (minimum of 4)
- List of Contacts Solicited by Supervisor (minimum of 4)
- Sample letter to solicit references
- Letters from solicited references with Disclosure Form attached
- Personalized paragraph for President's letter to employee
- PeopleSoft Change Form