

## PROMOTIONAL LIST

All appointed candidates must serve a mandatory eight (8) to twenty-six (26) week probationary period.

**This certification is valid for two (2) months only.** If an appointment is not made within the **two (2) month** time frame, the list will be returned to Civil Service, any provisional employee will be terminated, and the position will remain vacant until a new certified eligible list is produced and an appointment is made. **Extensions will not be granted for any list.**

When an eligible list is certified and an appointment or promotion is made, the appointing authority must write to those eligible candidates not selected for appointment that were interviewed or whose score was higher than that of the person that was appointed. Copies of these letters should be forwarded to our office along with any declinations you have received.

**The appointment must be made from one of the top three candidates willing to accept the position. In order to appoint a candidate whose grade is lower than the top three, original written declinations must be received by this office.**

Please complete the section titled “Report of Action” with the following phrases: No Reply; Not Selected; Inactive; Appointed, with the effective date of appointment, the beginning salary, and the candidates signature; Declined, stating the reason for declination. The appointing officer must sign and date the certification.

After the appointment has been made, please forward the certification to the Civil Service Office and retain the ‘copy’ of the certification for your records.

6/2018