

**APPOINTMENTS TO POSITIONS IN THE NON-COMPETITIVE,
LABOR, OR EXEMPT CLASS:**

1. Candidates submit applications to the appointing authority.
2. The appointing authority should pre-screen the applications to pull out those that don't meet the minimum qualifications or those that won't be selected.
3. **Prior to appointment**, submit the application(s) of those you would like to consider for appointment.
4. Submit all licenses and/or certifications required in the minimum qualifications.
5. Civil Service will email you the results of the application review.
6. Interview approved candidates and make a selection for appointment.
7. Submit a "**Report of Personnel Change**" form to Civil Service (for county departments, include all other new hire forms and submit Human Resources/Civil Service)