**CHECKSHEET #S-1** [**SPECIALIST SERIES – APM 330**](http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-330.pdf)

***Vice Chancellor for Research Office***

**APPOINTMENT – Specialist – All Levels\***

**NAME:**       **UNIT:**

**PROPOSED:**      ,      ,       **SALARY: $**

**Title, Step, %**

**CURRENT POSITION:**       **INSTITUTION:**

**EFFECTIVE:**       to

**Start Date** to **End Date**

**CHECKLIST**

     Director’s recommendation or concurrence

     Principal Investigator’s/Supervisor’s recommendation

Recommendation should include:

     Description of duties and responsibilities of position

     Estimated length of time candidate’s services will be needed

     Qualifications of the candidate

     Evaluation of research activity; contributions to publications; professional competence

     Evaluation of special honors and awards, if any

     Justification for off-scale salary, if applicable

     Explanation of urgency/lateness, if applicable

     Candidate’s materials

     Updated Curriculum Vitae

     For recruitments: all application materials submitted by candidate

     For recruitments: copies of letters of reference, if applicable

     Recruitment, Waiver, or Exemption documentation: completed through AP Recruit

Recruitment #:       Waiver #:       Exemption #:

\*Note: On-step appointments at the Junior or Assistant Specialist rank on a continuation of training waiver of recruitment may be requested through AP Recruit without an additional appointment memo.

**HR CONTACT**

**NAME:**       **PHONE:**       **EMAIL:**