**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:**