

3900.7500 APPOINTMENTS.

Positions in the classified service must be filled by appointments from the applicant pool except as otherwise provided by chapters 3900 and 3905 and Minnesota Statutes, chapter 43A. An appointing authority may select an applicant from the applicant pool after comparing the knowledge, skills, and abilities of the applicant with the specific needs of the position and agency. Specific needs include meeting agency affirmative action goals.

The appointing authority is responsible for verifying all job-related information on all prospective employees for civil service positions. On or before the appointment date, the appointing authority should explain to the prospective employee the proposed classification title, employment status, salary, and terms and conditions of employment. The appointing authority shall submit appropriate appointment forms to the commissioner which must include the effective date of appointment. Appointments made from the applicant pool are effective only on or after the date of completion of the selection process.

Statutory Authority: *MS s 43A.04*

History: *30 SR 807*

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