

NON-EXEMPT

Appointment Recommendation Form

Revised 6/21/24 - JJ


**HUMAN RESOURCES
MANAGEMENT**
www.umes.edu/hr/forms-library
SECTION ONE: Candidate Information

Make One Selection:					
NEW EMPLOYEE		CURRENT EMPLOYEE		AMENDMENT	
Title	First Name	M.I.	Last Name		
Mailing Address		City	State	Zip Code	
Telephone Number		Email Address			Visa Status
Is this individual a UMES student?				Yes	No

SECTION TWO: Non-Exempt Employee Information

Position Title		Employing Department			
Preparer Name:		Preparer Email Address			
Does the candidate have or anticipate concurrent employment in another department or unit?				Yes	No
If yes, please provide the name of the department/unit					
Type of Contract	Full-time		Part-time		
Appointment Period	Start Date (MM/DD/YYYY)				
Special Conditions <i>(Please specify course information and or any special conditions to be included in the contract)</i>					

SECTION THREE: Budget Information

Salary Rate	FAS and/or Funding Source
-------------	---------------------------

 University of Maryland Eastern Shore
 Office of Human Resources Management

 1109 Bird Hall
 Princess Anne, MD 21853

 Telephone (410) 651-6400
 Fax (410) 651-6500
 Email: humanresources@umes.edu



Non-Exempt Appointment Recommendation

*Use **this form to hire Full Time Non -Exempt Staff ONLY**

By signing this document I hereby certify that the above information is correct:

Department Chair / Director:	Date:
------------------------------	-------

Approvals:

Employment Manager:	<input type="checkbox"/> Resume <input type="checkbox"/> Application <input type="checkbox"/> Letters of Recommendation / References <input type="checkbox"/> Background Check Completed <input type="checkbox"/> Official Transcripts	Date:
Director of Human Resources:		Date:
Grant Accountant / Title III / Sponsored Programs: (if applicable)		Date:
Budget Director: (Budget Reviewed & Approved for Use.)		Date:
Dean:		Date:
Provost and VP for Academic Affairs: (if applicable)		Date:
VP of Enrollment Management and Student Experience (if applicable)		Date:
VP of Administration and Finance:		Date:
President:		Date:

Important Reminders:

- Please ensure that every field is complete and accurate before uploading into Dropbox Sign.
- When uploading the document into Dropbox Sign remember to put the correct signature order and select “set signing order” under signer settings.
- Copy facultycontracts@umes.edu to ensure that the completed form is received and the contract issued.

University of Maryland Eastern Shore
Office of Human Resources Management

1109 Bird Hall
Princess Anne, MD 21853

Telephone (410) 651-6400
Fax (410) 651-6500
Email: humanresources@umes.edu