**CLASS 3 CLASSIFICATION AND RECRUITMENT FORM**

Complete the *Class 3 Classification and Recruitment Form* (C3 CARF) and submit with department organization chart to theApplicant Tracking System(ATS)for Class 3 Short-term Temporary Appointments. Refer to Class 3 and Class 4 Employment Guidelines and website.

Select Status: New Hire:  Change in Job Duties (Reclassification):

Current Job Code & Title:       Proposed Job Code & Title:

1. Position Summary

### Provide a brief summary that expresses the primary role or reason the job exists.

1. **Job Description**

*Briefly list and describe* ***in order of importance****, the key duties for this position. For each key duty state in a few words:*

* *What are the expected outcomes*
* *How are the key duties performed*

*Please identify the percent of time spent on each*.

**%** **1.**

**%** **2.**

**% 3.**

1. **Education, Experience, Skills, and Special Conditions:**

Please state the minimum level of education, experience, licenses, certifications, specialized training, additional skills, abilities, physical, environmental, or special conditions required to successfully perform the key duties for the position.

**4. Define this position’s supervisory responsibilities:**

Has supervisory responsibilities for regular or temporary employees. Makes and/or recommends final hiring and firing decisions and takes disciplinary actions. Please provide the following:

|  |  |  |
| --- | --- | --- |
| Payroll Title of Employee(s) Supervised |  | No. of Employees |
|  |  |  |

Leads and/or provides work direction, training and/or technical assistance to lower level regular, temporary and/or student employees.

Does not have supervisory or management responsibility.

The individual identified below is the supervisor or manager of the person whose position is described above. The individual below has approved submission of this form and certifies that the information in this document is accurate and complete.

Name:       Title:       Date: