

**REAPPOINTMENT RECOMMENDATION**  
**PROFESSIONAL STAFF**  
(July 1, 2012 – June 30, 2013)

NAME \_\_\_\_\_ DEPARTMENT/DIVISION \_\_\_\_\_

FUNCTIONAL TITLE \_\_\_\_\_ SALARY RANGE \_\_\_\_\_

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**BY CANDIDATE – Please prepare a statement which covers the following three areas: (You may attach additional pages as necessary)**

**Brief Description of Duties:**

**Accomplishments 2010 - 2011:**

**Goals for 2012 - 2013:**

**REAPPOINTMENT RECOMMENDATION  
PROFESSIONAL STAFF  
(July 1, 2012 – June 30, 2013)**

NAME \_\_\_\_\_ FUNCTIONAL TITLE \_\_\_\_\_

To be completed and signed by the immediate supervisor and candidate being reviewed.

**BY IMMEDIATE SUPERVISOR**

Effectiveness for 2010 - 2011:

Expectations for 2012 - 2013:

\_\_\_\_\_  
Immediate Supervisor Name (please print)

\_\_\_\_ Recommended

\_\_\_\_ Not Recommended

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

**REAPPOINTMENT RECOMMENDATION  
PROFESSIONAL STAFF  
(July 1, 2012 – June 30, 2013)**

NAME \_\_\_\_\_ FUNCTIONAL TITLE \_\_\_\_\_

To be completed and signed by the unit head and candidate being reviewed.

**BY UNIT HEAD**

Effectiveness for 2010 - 2011:

Expectations for 2012 - 2013:

\_\_\_\_\_  
Unit Head Name (please print)

\_\_\_\_ Recommended

\_\_\_\_ Not Recommended

\_\_\_\_\_  
Unit Head Signature

\_\_\_\_\_  
Date

