

Interim MPP Appointment Checklist



All Interim MPP Appointments must be approved by the Office of Human Resources, including completion of a Background Check (*as applicable*) before official appointment.

Prior to submission to Human Resources please ensure you have the following:

- [Interim MPP Appointment Request Form](#)
- [MPP Position Description Form](#)
- [Personnel Transaction Form \(PTF\)](#)
 - Or indicate the electronic PTF has been initiated using [OnBase](#)
- Candidate CV/Resume
- Background Check Request Form, *as applicable (Employment Services will make determination)*

E-mail all required documents listed above to Classification & Compensation (C&C), Office of Human Resources, at classandcomprequests@csus.edu to initiate the review.

Final approval of the appointment will be communicated by Employment Services, Office of Human Resources (hr-ptf@csus.edu).