

# Special Consultant Checklist



Special Consultants, Classification Code 4660, are appointed on a temporary basis to perform professional tasks. Such an appointment must not conflict with a current employee's regularly scheduled duties. All Special Consultants are to be paid a **daily** salary from temporary help accounts.

**All Special Consultant appointments must be approved by the Office of Human Resources before any work may begin.**

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

- [Temporary Hire – Position Description Form](#)
- [Special Consultant Agreement](#)
- [Personnel Transaction Form \(PTF\)](#)
- Candidate CV/Resume
- Background Check Request Form, *as applicable*

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

Final approval to begin work will be communicated by Employment Services, Office of Human Resources.