

Recruitment Action

Based on the need of the government, Department shall initiate Recruitment Action to attract qualified applicant. Use the Procedure checklist to ensure that you provide documents and information required for the Recruitment process.

RECRUITMENT CHECK LIST

- Request Letter to justify for new or replacement hiring
- Personnel Action – Type of Action is RECRUTIMENT (sample attached)
- Attach Position Description for the position being recruited
- Attach Department Organizational Chart – this ORG Chart should show that the position being recruited exist within the Bureau/Division/Unit and is indeed vacant.



PERSONNEL ACTION FORM
GOVERNMENT OF THE REPUBLIC OF PALAU

ROP-PERS-002

1. Name: (Last, First, Middle) 2. Birth Date: 3. Service Computation Date: 4. Employment Status:

5. Type of Action: 6. Authority: 7. Requested Effective Date: 8. Effective Date:

9. From Code # To Code # Title Grade Level and Step Biweekly Official Base Salary Department Ministry Duty Station

10. Requested By: 11. Social Security Number: 12. Account Number: Non-Lapsing Lapsing 13. Certification of Availability & Type of Funds: Director, Bureau of Budget & Planning Date

14. Remarks:

15. Approved By: 1. Director, Bureau of Public Service System Date: 2. Minister of Administration Date: 3. President, Republic of Palau Date: (As Appropriate)

16. Resignation (To be completed by employee) I resign for the following reason(s): The effective date of my resignation will be: Signature

17. DISTRIBUTION: Original - Personnel Office; 2nd Copy - Payroll Section; 3rd Copy - Employee; 4th Copy - Department