

Instructions for DCFS HR-2, Recommendation for Personnel Action (Revised 05-2015)

Purpose:

To request the Appointing Authority's approval of a recommended personnel action or pay action. In most cases additional items (such as Civil Service application, coded referral list, reference check forms, HR-03 Pay Upon Hire Worksheet, HR-07 Voluntary Demotion form, etc.) must accompany this form.

Preparation:

The Hiring Manager or Supervisor completes this form and attaches all necessary related documents. The First Level Approver and the Appointing Authority reviews, signs and dates this form, and forwards with all attachments to the State Office Human Resources Section via the Field HR Liaison, where applicable.

Disposition:

Completed HR-2 and related documents are filed in the employee's personnel record maintained by the State Office Human Resources Section.