



DEPARTMENT OF HUMAN RESOURCES  
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# Memorandum

**To: Provisional (Temporary) Appointees**      **From: Director of Human Resources**  
**Classified "Civil Service" Staff**

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**Re: Civil Service Examination**      **Date:**

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You have been appointed to the position of \_\_\_\_\_ on a provisional (temporary) basis.

In order to become a permanent career service ("Civil Service") employee in this title, you must take and pass the Civil Service open competitive examination for the title, appear on a certification (or list) generated by the Civil Service Commission, be appointed from this list according to prescribed rules and regulations, and satisfactorily complete a four-month probationary period which may be extended by two months. Please be aware, you do not begin this four-month working test period until you are appointed from a Civil Service Commission list. You remain provisional until the completion of this process.

A provisional appointee is subject to being displaced or "bumped" from his/her job by an individual who has taken and passed the Civil Service Commission examination for that specific title. When the provisional employee appears on a list, in order to be appointed, he/she must be one of the top three interested individuals. The order of this list is by score on the exam, except for veterans who go to the top of the list. A veteran who is interested cannot be bypassed, except by a higher-scoring veteran.

The Civil Service Commission publishes a monthly examination announcement which is available at <http://www.state.nj.us/csc/seekers/jobs/announcements/>. You will be notified by this office when the examination for your title has been announced and how to file for that examination.

Please be aware, in accordance with the New Jersey Administrative Code 4A:4-1(b) "Any employee who is serving on a provisional basis and fails to file and take an examination which has been announced for his or her title shall be separated from the provisional "title."

As confirmation that you understand and accept as outlined above, please sign this letter to signify your acceptance.

Feel free to stop in to discuss any questions or concerns you may have about the certification process.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date