

DEPARTMENT OF HUMAN RESOURCES

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# Memorandum

To: Provisional (Temporary) Appointees  
Classified "Civil Service" Staff

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From: Director of Human Resources

Re: Civil Service Examination

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Date:

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 certified (or list) generated by the Civil Service Commission be appointed from this list according to prescribed rules and regulations, and satisfactorily complete a four