

## RPA Document Cheat Sheet

10/01/2021

### Straight Backfill (Electronic Submittal) – [May be Eligible for ERC Expedited Approval](#)

- [Duty Statement \(DFW 242A\)](#)
- [Hiring Justification Request](#)
- [Job Advertisement](#)
- [Screening Criteria](#)
- Complete Exit Clearance Form (when required)

### Transfer/Reclass (Electronic Submittal)

- [Duty Statement \(DFW 242A\)](#) (Proposed and Current)
- [Hiring Justification Request](#)
- Org Chart (Proposed)
- [Job Advertisement](#)
- [Screening Criteria](#)
- Complete Exit Clearance Form (when required)

### Limited Term (Electronic Submittal)

- [Duty Statement \(DFW 242A\)](#) (Proposed and Current)
- [Hiring Justification Request](#)
- Org Chart (Proposed)
- [Job Advertisement](#)
- [Screening Criteria](#)
- Complete Exit Clearance Form (when required)

### Seasonal/Student/Temp (Electronic Submittal)

- [Duty Statement \(DFW 242A\)](#) (Proposed and Current)
- [Hiring Justification Request](#)
- Org Chart (Proposed)
- [Job Advertisement](#)
- [Screening Criteria](#)

### Retired Annuitant (Electronic Submittal)

- [Duty Statement \(DFW 242A\)](#) (Proposed)
- [Hiring Justification Request](#)
- Org Chart (Proposed)
- Selected Candidate's STD 678

Out of Class/Acting Assignment (Electronic Submittal) - [May be Eligible for ERC Expedited Approval](#)

- [Duty Statement \(DFW 242A\)](#) (Proposed and Current)
- [Hiring Justification Request](#)
- Org Chart (Proposed)
- Selected Candidate's STD 678
- Candidate interest letters/memos (all qualified candidates interest letters/memos)
- Announcement (Memo/Letter/Email of how the opportunity was announced)

Promotion in Place (Electronic Submittal)

- [Duty Statement \(DFW 242A\)](#) (Proposed and Current)
- [Hiring Justification Request](#)
- Org Chart (Proposed)
- Selected Candidate's STD 678
- Selection of Candidate – Documentation of the reasons who was selected and who was not.
- Eligibility Checks – documentation showing that HR was contacted and checked all eligible candidates that are

Move Employee to Blanket (Paper – submit to C&P Analyst)

- [Duty Statement \(DFW 242A\)](#) (Proposed and Current)
- Org Chart (Proposed)
- Complete Exit Clearance Form (when required)

Supervisor Change (Electronic Submittal)

- [Duty Statement \(DFW 242A\)](#) (Proposed and Current)
- Org Chart (Proposed)
- Justification memo

Duty Statement Change – Change of Duties ONLY

- RPA is not Required. Please email Proposed and Current Duty Statement to C&P Analyst with brief reason for change.