

Arizona State Personnel System
AGENCY REQUEST TO PAY INTERVIEWING EXPENSES FOR AN OUT-OF-STATE CANDIDATE

In accordance with Arizona State Personnel System Statewide Policy ASPS/HRD-PA3.01, use this form to submit a request to pay interviewing expenses for a candidate who resides out of state. The Arizona Department of Administration Director's approval MUST be obtained prior to making arrangements for transportation or other travel expenses.

Agency Name

Candidate Name

Position Title

Position Grade

Position Number

Proposed Interviewing Expense Estimated

Job Requirements:

Attach a copy of the job posting and provide a brief summary of the duties and requirements of the position.

Advertising/Posting:

Provide details of recruitment efforts that were undertaken. Provide names of publications and website addresses of all advertisements and postings.

Candidate Information:

Attach a copy of the candidate's resume and provide a brief summary of the candidate's relevant experience and education.

Summary:

Summarize the reason(s) that paying transportation or other travel expenses to interview this candidate are in the best interests of the State. Include additional details relevant to the request here (e.g., number of candidates applying or interviewed, length of recruitment, etc.)

Agency Head
Signature

Date

ADOA HUMAN RESOURCES DIVISION RECOMMENDATION

Recommend Approval

Recommend Denial

HR Signature

Date

ARIZONA DEPARTMENT OF ADMINISTRATION DIRECTOR APPROVAL

Approved

Denied

Director's
Signature

Date