



Required Documentation For Action Approvals

FAQ

What is needed for action approvals?

For direct hires for selection-exempt positions, noncompetitive promotions, and demotions, you must submit a FULLY completed, legible State of Mississippi application.

What should the application include?

- Correct Job Title
- FULL Work History
 - All fields must be filled out
 - Hours per week
 - No overlapping employment

What is needed for a Status Change?

MSPB needs acknowledgement from the affected employee for a status change that directly impacts the employee. Example:

- State Service --> Non-State Service
- Demotion
- Status Change
- Salary Change