

Recommendation for Hire

The Staff/Management Employment Recommendation Form must be completed and forwarded to Human Resources before a staff or management employee can be hired. It is imperative that specific job related comments concerning the candidates' qualifications be stated in **Section I** below and specific justification be included in **Parts II and III** for the recommended hire.

	ECTION ONE: (Recommend		
POSITION:			DEPARTMENT:
JOB	BULLETIN #		
	Search Committee Members didates and have ranked the		erse of this form) have interviewed the following following order:
	NAME	SPECI	FIC COMMENTS CONCERNING QUALIFICATIONS
1.			
2.			
3.			
<u> </u>			
4.			
5.			
6.			
The		recommend the	selection of the first candidate listed above for the following
Star	t Date:	_ Salary \$	per 🗖 Month / 🗖 Hour
If the	e first candidate selected is una	vailable, the secor	nd recommendation is being selected for the following reasons

Name (Last, First)	Department	Position	Initials	
ECTION THREE: (Authorize	ation and Signatures)			
ection Committee Chair:		Date:		
ervisor Signature:		Date:		
		Date:		
President Approval:				

POSITION: ______DEPARTMENT: _____

JOB BULLETIN #_____