



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.

SECTION ONE: (Recommendation Information)

POSITION: _____ DEPARTMENT: _____

JOB BULLETIN # _____

The Search Committee Members (listed on the reverse of this form) have interviewed the following candidates and have ranked the candidates in the following order:

	NAME	SPECIFIC COMMENTS CONCERNING QUALIFICATIONS
1.		
2.		
3.		
4.		
5.		
6.		

(You may attach additional applicant lists if necessary)

The Search Committee Members recommend the selection of the first candidate listed above for the following reasons: _____

Budgeted Salary \$ _____

Start Date: _____ Salary Offer \$ _____ per Month / Hour

If the first candidate selected is unavailable, the second recommendation is being selected for the following reasons: _____

NOTE: Please submit Reference Checks along with the Recommendation for Hire form.

POSITION: _____ DEPARTMENT: _____

JOB BULLETIN # _____

SECTION TWO: (Selection Committee Members)

Name (Last, First)	Department	Position	Initials

SECTION THREE: (Authorization and Signatures)

Selection Committee Chair: _____ Date: _____

Supervisor: _____ Date: _____

Vice President/President: _____ Date: _____

Budget Director: _____ Date: _____