

To:

From:

Date:

RE:

Please List NeoGov Requisition Number and Working Title

The Search Committee completed interviews and would recommend to extend a conditional offer of employment to:

Name (Full Name):

For (Working Title):

Proposed Start Date:

(Please allow time for Background Check)

Proposed End Date:

Salary:

Monthly

/

Annual

Hourly:

Salaried:

Position Number:

Position Reports to Name (MPP):

Employee ID:

Work Schedule:

Approved By: _____ Signature: _____ Date: _____

**If the author of the memo is not an Administrator/MPP, or any deviations from the requisition initially approved, please secure signature from department head, Dean, or Division Vice President.*

For HR Office Use Only

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- 1) Conditional Offer Accepted: Yes___ No___ Other_____
 - 2) Background Check Cleared: Yes___ No___ / LiveScan Required: Yes___ No___
 - 3) Class Specification Title: _____ Code: _____ Range: ___ FLSA Status: _____
 - 4) Probationary Period: Yes___ No___ Temporary Position: Yes___ No___
 - 5) Performance Evaluation Type: Unit Number _____ Interval: _____ Temp: _____
 - 6) Benefits Eligible: Yes___ No___

Approved By: _____ Signature: _____ Date: _____

Notes: _____