

Hiring Recommendation Form

Human Resources

Requisition #: _____

To: _____

From: _____

Date: _____

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

Candidate (Full Name): _____

Job Classification: _____

Proposed Start Date: _____ **Proposed End Date:** _____
(Please allow time for Background Check) (If position is temporary)

Rate of Pay (Monthly or Hourly): _____ / _____
(For salary, please list salary based on FTE)

Salary Comments: _____

Budget Position Number: _____ **Position # Verified:** _____

Reports To (MPP Only): _____ **Employee ID:** _____
(Administrator Listed in PeopleSoft)

SB Supervisor (MPP Only): _____ **Employee ID:** _____
(Administrator Listed as CIA Approver)

SB Supervisor/Lead: _____ **Employee ID:** _____
(MPP or Non-MPP Listed as CIA Approver)

Working Title: _____
(Requires HR Approval, if different from job classification)

Regular Work Schedule: _____

Name: _____ **Signature:** _____ **Date:** _____

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

Form Creator: _____ **Office Phone #:** _____

Notes/Comments: _____

HR Office Use Only

1) Conditional Offer Accepted: Yes:____ No____ Other:_____

2) Background Check Cleared: Yes:____ No____

3) Performance Evaluation Type: CBA:____ Prob/Temp:_____ Evaluation Created into Perform:_____

4) Benefits Eligibility: Full Benefits: Yes:____ No:____ If no, ACA Eligible?: Yes:____ No:____

Notes: _____