

***Office of Human Resources***

***Approval to Hire Memo***

Memo to: **Address memo to** **Hiring Department Administrator**

 **Address memo to** **Division Vice President**

 **Address memo to Vice President Human Resources**

From: **(Name of search committee chair)**

Date: **(enter date)**

RE: Recommendation to hire **(enter applicant's name here)** for the position of **(enter title)**

We received **(list the number of applicants that applied)** applications for the position of **(list the position title)**. After a thorough application scoring and screening process, we selected  (#)  candidates to be interviewed. The search committee consisting of **(list the search committee names)** have selected **(enter candidate's name)** as the most qualified person for the position.

**(Enter candidate's name)** was selected over the other applicants for the following reasons: **(type your reasons here)**. This candidate’s interview score totaled  (#)  compared to the declined candidate(s) score(s) of **(List the names and scores of the 2nd and 3rd top candidates)**.

Attached please find the complete hire packet consisting of the following:

 [ ]  Copy of Approved Requisition form (if original in HR, please check here[ ] )

 [ ]  Interview Scoring Matrix

 [ ]  Interview sheets with dates and signatures

 [ ]  Three completed reference checks (two supervisors & one co-worker)

 [ ]  All applications to be declined grouped into Interviewed & NOT interviewed.

 [ ]  Faculty teaching demo scores (if applicable)

 [ ]  Grant Funded [ ]  Full [ ]  Partial [ ]  N/A

 [ ]  Part-time /Full-time position (Circle One)

 [ ]  Classified position; Paygrade \_\_\_\_\_ [ ]  35 [ ]  40 hours per week

 [ ]  Recommending an annual salary of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Recommending an hourly rate of $\_\_\_\_\_\_\_\_\_ for approximately \_\_\_\_\_\_\_\_ hours per week

 For the period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. [ ]  N/A

 [ ]  Personnel Action Form on Hiring Database

 Please sign below your approval to hire **(Applicant's name)** as specified above.

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Search Committee Chair Department Administrator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Vice President Vice President Human Resources