

***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