

RECRUITMENT RECOMMENDATION COVERSHEET

Recruitment Number	
Position Title	
Name of Person Recommended	
Proposed Salary \$ Proposed Start Date	
Dean/Director and VP notified of hire name, start date and salary.	
Send attached to Human Resources:	
☐ EEO Statistics	
All telephone and personal interview notes made by the committee	
☐ Telephone Reference Checks	
"Employment Procedures" signed and dated	
☐ IT Authorization Form	
Faculty Qualifications Form (Faculty and Coordinators w/teaching responsibilities)	
Print Hiring Manager Name Signature of Hiring Manager Da	te
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HUMAN RESOURCES: TRANSCRIPTIS: HR staff verified final candidate's qualifying degree(s) was (were) awarded by a region	
HUMAN RESOURCES: TRANSCRIPTIS: HR staff verified final candidate's qualifying degree(s) was (were) awarded by a region accredited institution of higher education.	
HUMAN RESOURCES: TRANSCRIPTIS: HR staff verified final candidate's qualifying degree(s) was (were) awarded by a region accredited institution of higher education. Official transcripts on file.	
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HUMAN RESOURCES: TRANSCRIPTIS: HR staff verified final candidate's qualifying degree(s) was (were) awarded by a region accredited institution of higher education. Official transcripts on file. Official transcripts requested in offer letter. Official transcripts no required.	ally

WHEN THIS PACKAGE HAS BEEN RECEIVED AND REVIEWED HUMAN RESOURCES WILL CONTACT YOU WITH APPROVAL TO MAKE THE OFFER OF EMPLOYMENT