The Recommendation to Hire form information is required to be completed and is maintained in HR, S&RM staff recruitment files. It is imperative that specific job related comments concerning the candidates' qualifications be stated in Section I below and specific justification be included in Parts II and III for the recommended hire

SECTION 1: Recommendation Information

Job Vacancy#: _____ **Position#:**_____

Number of Openings:_____ **Dept ID:**_____ **Job Code:**_____

Classification Description:_____ **Skill Level** (if applicable)**:**_____

I/Search Committee Members have interviewed the following candidates:

	NAME	SPECIFIC COMMENTS CONCERNING QUALIFICATIONS	CURRENT SFSU EMPLOYEE
A			☐ YES ☐ NO
B			☐ YES ☐ NO
C			☐ YES ☐ NO
D			☐ YES ☐ NO
E			☐ YES ☐ NO

(You may attach a separate interview list of applicants interviewed)

I) **I/Search Committee Members recommend the selection of _____ (candidate's name) for the following reasons:**

Request candidate to start work as of: _____ **Salary: $**_____per ☐Month/ ☐ Hour

II) **The No. 2 recommendation is (if above candidate is unavailable) is:_____ for the following reasons:**

III) **List 9.3 employee applicants and SPECIFICALLY identify for each, the minimum qualifications as identified in the SF State Careers posting that the employee does not meet. (Attach a separate memo to list all 9.3 employee applicants):** _____

Section 2: Authorization & Signatures

Department Name:_____ Dept Contact:_____ Ext/Email:_____

Name:_____ Signature:_____ Date:_____
          Administrator

Vice President Approval:_____