



Employment Recommendation

Please complete the information below for the recommended employee. All employment recommendations must be accompanied with a resume, position description, transcripts (if applicable), and three letters of recommendation.

Name of prospective employee: _____ ID No. _____

Position title: _____ Office: _____

Date of employment: _____ Full-time or Part-time: _____

Hourly or Salaried: _____ Rate of Pay _____

Probationary Period: _____ Rate of Pay after Probation: _____

Replacement position _____ New position _____ Charge to account number _____

Comments:

Division Vice President _____ Date _____

Chief Financial Officer _____ Date _____

President: _____ Date _____