



## Recommend for Hire Form

All new full and part-time staff, administrators, and contracted administrators will begin employment on the 1<sup>st</sup> or 16<sup>th</sup> of the month.

### Candidate Information

Candidate Name: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Pay Rate: \_\_\_\_\_ Job Posting Number: \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Average Work Hours per Week: \_\_\_\_\_

Whom Replacing (if applicable): \_\_\_\_\_

### Candidates selected for interview:

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List those candidates who were interviewed, including phone interviews for this position. As a reminder, UIW recruiting and interviewing policy states: if 20 or more **qualified** applicants apply, a minimum of 5 candidates must be interviewed; if less than 20 **qualified** applicants apply, a minimum of 3 candidates must be interviewed.

\*The term 'qualified' is defined as the applicant meeting the minimum requirements set forth in the posting. Minimum requirements are the qualifications listed in the job posting under, "required work experience," "required education," and "required certifications, licenses or registrations."

Reference Check:  Yes

Prior to making a verbal offer, hiring managers **need** to check the employment and/or professional references. List the name(s) and title(s) of the references checked.

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### Comments:

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\_\_\_\_\_  
Authorized by (required for Provost Office)

\_\_\_\_\_  
Authorized by (for the Respective Dean)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date