



# Recommend to Hire Form

The hiring manager must complete the form and submit to the HR Recruiter for review and approval prior to making a verbal offer. Once HR has approved the selected candidate, the hiring manager can make the verbal offer.

All newly hired regular full and part-time staff, administrators, and contracted administrators will be hired with a start date of the 1st or 16th of the month. If the 1st and/or 16th is a weekend or holiday, the new employee will start employment on the following workday.

## 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:

Empty box for listing candidates selected for interview.

List those candidates who were interviewed, including phone interviews for this position. As a reminder, UIW recruiting and interviewing policy states: if more than 20 qualified applicants apply, a minimum of 5 candidates must be interviewed; if 20 or less 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. Reference checks for internal candidates are required and should include the immediate supervisor (or supervisor's supervisor) of the candidate. If there are concerns with reaching out to this level, reach out to HR for guidance.

List the name(s) and title(s) of at least two of the references checked.

Empty lines for listing references checked.

### Comments:

Large empty box for providing comments.