



Faculty Recommendation for Hire

The Faculty **Recommendation for Hire** form must be completed and forwarded to Human Resources before a faculty employee can be hired. It is imperative that specific job-related comments concerning the candidates' qualifications be stated in **Section One** below and specific justification be included in **Sections Two, Three and Four** for the recommended hire.

Job Bulletin #:	Position Title/Classification Code:	Department Name/Department ID: /
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SEARCH STATUS			
<input type="checkbox"/> Successful	Recommended Hire Name:	Start Date: _____	End Date: _____
Current California State University Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Unsuccessful	<input type="checkbox"/> FAILED SEARCH	<input type="checkbox"/> CANCELLED SEARCH	Effective Close Date: _____
REASON:			

SECTION ONE – Recommendation Information: <i>The Hiring Manager has interviewed the following candidates and ranked the candidates in the following order with the “Top” choice listed first:</i>		
Choice Order	NAME	SPECIFIC COMMENTS REGARDING QUALIFICATIONS
1		
2		
3		
4		
5		

(You may attach an additional applicant lists if necessary)

The Hiring Manager recommends the selection of the first candidate listed above for the following reasons:

If the first candidate selected is unavailable, the second recommendation is selected for the following reasons:

