



Commissioner Kevin L. Boyce • Commissioner Marilyn Brown • Commissioner John O'Grady
President

★MEMORANDUM

RECOMMENDATION TO HIRE FORM

Hiring Agency: _____ Date: _____

Position Title: _____ Pay Grade: _____

Selected Candidate(s)/PCN: _____

Alternate Candidate(s)/PCN (IF APPLICABLE): _____

Interview Committee: _____

Number of Applicants: _____

Number of Interviews: _____

INTERVIEWED APPLICANTS & SCORES:

Applicant's Name	Score	Applicant's Name	Score

RECOMMENDATION AND SUMMARY OF SELECTED CANDIDATE:

[Empty box for recommendation and summary of selected candidate]

Authorized signature(s) of approval needed by agency:

Date: _____

Date: _____

Assistant Director: _____

Date: _____

Director: _____

Date: _____

Please forward to HR the following original documents for final approval of the recommended candidate: recommendation to hire form, all interview packets, all applications for interviewees, and authorization forms.