



The Staff Employment Recommendation Form #171 information is required to be completed and is maintained in HR, S&RM staff recruitment files. It is imperative that specific job related comments concerning the candidates' qualifications be stated in Section I below and specific justification be included in Sections II and III for the recommended hire.

SECTION ONE: (Recommendation Information)

JOB VACANCY NUMBER: _____ POSITION NUMBER: 000 _____

Number of Opening(s): _____ DeptID: _____ Job Code: _____

Classification Description: _____ Skill Level (if applicable): _____

I. I/Search Committee Members have interviewed the following candidates:

Table with 4 columns: NAME, SPECIFIC COMMENTS CONCERNING QUALIFICATIONS, CURRENT SFSU EMPLOYEE, and checkboxes for Yes/No.

(You may attach a separate interview list of applicants interviewed.)

II. I/Search Committee Members recommend the selection of _____ for the following reasons: _____

Request candidate to start work as of _____ Salary \$ _____ per [] Month / [] Hour

III. The No. 2 recommendation is (if above candidate is unavailable) _____ for the following reasons: _____

IV. List 9.2 employee applicants and SPECIFICALLY identify for each, the minimum qualifications as identified in the Employment Opportunities Bulletin (EOB) that the employee does not meet. (Attach a separate memo to list all 9.2 employee applicants) _____

SECTION TWO: (Authorization and Signature)

Department Name: _____ Dept Contact: _____ Ext./E-mail _____

Name: _____ Signature: _____ Date: _____
Dean/Department Chair/Administrator

If applicable, Cabinet Level Officer (CLO) / Dean Approval: _____

NOTE: Return all applications/resumes and all recruitment materials with this Staff Employment Recommendation Form #171.