



Proposal to Hire

(Complete this form and return it to Human Resources PRIOR TO JOB OFFER).

Position Title		Supervisor	
Job number		Ext.	
Department			

Instructions: This information is required for all administrative (exempt) and hourly staff (non-exempt) hires. After a candidate has been selected, complete the form and return it to Human Resources. A job offer for a benefits-based position cannot be made until the completed form has been received. List information for all candidates interviewed: **name** and **interview date**. Include your **Interview Comments** (focus on the candidate's job-related skills or the lack of required skills). Interview questions and reasons for selecting or not selecting candidates must be based on job-related criteria). List **Action Code**.

Action Codes

- | | |
|---|---|
| (1) Candidate chosen for position | (6) Salary expectation/needs exceed department's ability. |
| (2) Could not reach at telephone number given | (7) Candidate interviewed, but not selected |
| (3) Declined Interview | (8) Declined Offer (please explain) |
| (4) Candidate did not show up for interview | (9) Other (please explain) |
| (5) Withdrew <u>after</u> interview. | |

Candidates chosen to interview

NAME	INTERVIEW DATE	INTERVIEW COMMENTS	ACTION CODE

Reference Check (A minimum of two professional references are required before an offer is made)

NAME	RELATION/COMMENTS	DATE COMPLETED

CANDIDATE SELECTED	PROPOSED PAY	PROPOSED START DATE	DATE ACCEPTED

Signature of Hiring Authority: _____ Date: _____

REVISIONS TO OFFER (HR ONLY)	PROPOSED PAY	PROPOSED START DATE	DATE ACCEPTED

Signature of Human Resources _____ Date: _____