

**RECOMMENDATION TO HIRE SUMMARY SHEET - CLASSIFIED**

Position: \_\_\_\_\_ Location: \_\_\_\_\_ Ad No. \_\_\_\_\_

A. Position:  New  Vacancy (Replacing: \_\_\_\_\_)  Other: \_\_\_\_\_

<input type="checkbox"/> Para	<input type="checkbox"/> Office Prof.	<input type="checkbox"/> Prof/Technical	<input type="checkbox"/> Security	<input type="checkbox"/> TAMME
<input type="checkbox"/> Exempt	<input type="checkbox"/> Bus Drivers	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Custodians	<input type="checkbox"/> Food Service

**B. APPLICANT RECOMMENDED FOR HIRE:** \_\_\_\_\_  
(Name)

Current Bargaining Unit Employee     Displaced Employee     RIF'd Employee  
 Substitute for Hourly Employee     Employee from another unit     Applicant

**Please state reason applicant is recommended for hire:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**C. Please list applicants who were interviewed, but not selected. Document reason(s) candidates were not selected (attache additional page if necessary):**

1. Name: \_\_\_\_\_  
Reason not selected: \_\_\_\_\_

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2. Name: \_\_\_\_\_  
Reason not selected: \_\_\_\_\_

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3. (If more than one opening or no internal candidates restricting pool size)  
Name: \_\_\_\_\_ Reason not selected: \_\_\_\_\_

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**D. List Interview Committee Members** (committee process not required for selection of the most senior)

\_\_\_\_\_

\_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Please return along with committee interview scoring sheets)