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| **The UNIVERSITY OF LOUISIANA MONROE** | | | | | | | | | | | | | | | | |
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| **Employment Recommendation Form – Classified Employees**  (Offers to be made by Human Resources ONLY) | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **DATE:** |  | | | |  | **DEPARTMENT:** | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | |
| **RECOMMENDED CANDIDATE:** |  | | | | | | | | | | |  | | | |  |
|  | Name | | |  | | | | | |  | |  | | | |  |
| **POSITION APPLIED FOR:** | |  | | | | | | | | | |  | | | |  |
| **SALARY RECOMMENDATION:** | |  | | | | | | | | | |  | | | |  |
| **FUNDING SOURCE:** | | State  Restricted  Grant/Contract  Auxiliary | | | | | | | | | |  | | | |  |
| **APPOINTMENT EFFECTIVE:** | |  | | | | | | | | | | |  | | | |
| **SCHEDULED HOURS:** | |  | | | | | | | | | | |  | | | |
| **SUPERVISOR:** | |  | | | | | | | | | | |  | | | |
| **TIMESHEET APPROVER:** | |  | | | | | | | | | | |  | | | |
| **HIGHEST COLLEGIATE EDUCATION:** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **College or University** | | **Degree** | | | | | | | **Major** | | | | | |  | |
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| **JUSTIFICATION FOR HIRE (include work experience, skills, certifications, references, etc.):**  **\*If salary recommendation is higher than the Civil Service minimum starting salary, then include justification on how the applicant exceeds the minimum requirements of the position.** | | | | | | | | | | | | | | | | |

Budget Unit Head Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Dean Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Approval to Make Offer**

Vice President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Appointing Authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date