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| **The UNIVERSITY OF LOUISIANA MONROE** |
|  |
| **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** |  |
|  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **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