

**RECOMMENDATION FOR EMPLOYMENT / PAYROLL INPUT**

4005.6.7/1  
4005.6.7/2

Position (for which interviews are being conducted) \_\_\_\_\_  
Department of Position \_\_\_\_\_  
Account Number for Salary \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_  
Search Committee Chair \_\_\_\_\_  
Position is Replacement For \_\_\_\_\_  
Individuals Interviewed:  
1) \_\_\_\_\_ 2) \_\_\_\_\_  
3) \_\_\_\_\_ 4) \_\_\_\_\_  
5) \_\_\_\_\_ 6) \_\_\_\_\_  
7) \_\_\_\_\_ 8) \_\_\_\_\_

	Old	New
Annual Base Salary	_____	_____
Actual Base Salary	_____	_____
Hourly Rate (if applicable)	_____	_____
Daily Rate (if applicable)	_____	_____

Weeks of Contract \_\_\_\_\_ Hours per Week \_\_\_\_\_ Level \_\_\_\_\_ 2 Weeks Arrears \_\_\_\_\_ Y \_\_\_\_\_ N  
Educational Fund  Grant Fund   
(If grant funded, specify grants and percentage of salary from each grant.)  
Employment Start Date \_\_\_\_\_ Termination Date \_\_\_\_\_

**Contract to be issued upon Board Approval:**

<input type="checkbox"/> Specially Funded Administrative & Professional	<input type="checkbox"/> Notice of Part-time
<input type="checkbox"/> Specially Funded Classified	<input type="checkbox"/> Notice of Temporary
<input type="checkbox"/> Specially Funded Part-time	<input type="checkbox"/> Fractional Time Faculty
<input type="checkbox"/> Specially Funded Faculty	<input type="checkbox"/> Tenured Faculty
<input type="checkbox"/> Administrative & Professional	<input type="checkbox"/> Probationary Full-time Faculty
<input type="checkbox"/> Classified Staff	

Approved: \_\_\_\_\_  
Adm. Council Member \_\_\_\_\_ Date \_\_\_\_\_  
Director of H.R. \_\_\_\_\_ Date \_\_\_\_\_  
President \_\_\_\_\_ Date \_\_\_\_\_

**Attachments: Position Posting, Search Committee, Notes of all interviewed from all Search Committee Members, List of Strengths and Concerns of all interviewed.**

**Recommendation for Employment / Payroll Input**  
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**Grant Funded:**

<b><u>Name of Grant</u></b>	<b><u>Percentage of Salary</u></b>

**Interview Team:**

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