



Commissioner John O'Grady • Commissioner Marilyn Brown • Commissioner Kevin L. Boyce  
 President

★MEMORANDUM

**RECOMMENDATION TO HIRE FORM**

Hiring Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Position Title: \_\_\_\_\_ Pay Grade: \_\_\_\_\_

Selected Candidate(s)/PCN: \_\_\_\_\_

Alternate Candidate(s)/PCN (IF APPLICABLE): \_\_\_\_\_

Interview Committee: \_\_\_\_\_

Number of Applicants: \_\_\_\_\_

Number of Interviews: \_\_\_\_\_

**INTERVIEWED APPLICANTS & SCORES:**

Applicant's Name	Score	Applicant's Name	Score

**RECOMMENDATION AND SUMMARY OF SELECTED CANDIDATE:**

**Authorized signature(s) of approval needed by agency:**

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Assistant Director: \_\_\_\_\_

Date: \_\_\_\_\_

Director: \_\_\_\_\_

Date: \_\_\_\_\_

Please forward to HR the following original documents for final approval of the recommended candidate: recommendation to hire form, all interview packets, all applications for interviewees, and authorization forms.