

SOLANO COMMUNITY COLLEGE DISTRICT

RECOMMENDATION FOR EMPLOYMENT

Instructions: Complete **one** form for each recommended candidate, submit all interview material, and completed reference check forms.
If this was an emergency hire, indicate in the below section under justification for employment.

Circle the appropriate classification: Regular Classified Regular Faculty Adj. Faculty Management

Job Title: _____

Committee Members: _____

Interview Date/Time: _____

Applicants Interviewed: _____

Name of finalist(s) for 2nd Level Interview (If applicable): _____

Name of Recommended Candidate (Provide **ONLY** one name): _____ Suggested Start Date: _____

Justification of Employment for Recommended Candidate: (Cite reasons for selection based on candidate's qualifications.)

Committee Chair: _____ Date: _____

Department Manager: _____ Date: _____

Vice President Approval: _____ Date: _____

For Personnel Office Use Only

Candidate Contacted By: _____ Date: _____ Status of Job Offer: _____

Date of Employment: _____ To Governing Board: _____

MQ: _____ Range/Step: _____

Superintendent/President Approval: _____ Date: _____

Human Resources Approval: _____ Date: _____