

**SEARCH COMMITTEE RECOMMENDATION FORM
(Administrators)**

Date: _____

1. The Search Committee for _____ (position) found the below named candidates qualified for this position and recommend they be considered by the Supervisor for hire. **Please attach a strength & weakness evaluation of the candidates as well as completed Reference Check forms:**

Submitted by: _____
Search Chair Date

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A. **Recommendation for Hire.** I recommend that _____ be hired at the salary of _____.

Supervisor justification for hire (include information as to why you selected this particular candidate for hire):

B. **Extend Search.** Rationale: _____

C. **Close Search.** Rationale: _____

Supervisor Date

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I have reviewed the recommendation and supporting documentation to ensure that the appropriate affirmative action steps have been followed and that this recommendation is consistent with the job related criteria listed in the Notice of Vacancy.

Affirmative Action Officer Date