

Memorandum

Date: _____

To: Human Resources Office

Subject: Recommendation to fill _____
Job Order Number

We have considered all individuals referred by the Human Resources Office in accordance with A9.480. We recommend that _____ be appointed to the subject job order number referenced.

We have complied with the University policy on casual appointments A9.480, EEO/AA laws and policies and federal and state statutes, regulation and policies as applicable.

Employment is not authorized to commence until final review/approval by the Human Resources Office. You will be notified of the start date upon receipt of all the HIRENET documents. Late return of the HIRENET documents will result in a later hire date. Retroactive pay is not an option as the appointment was not authorized. (E.g.: initial requested start date of 07/01/12. HIRENET documents returned to HR on 08/01/12. Appointment approved 08/02/12; appointment will be processed for effective date 08/02/12.) Please check the HIRENET recommended posting dates for a timely appointment.

Print Requester Name, Title

Signature of Requester

Date

Print Administrator Name , Title

Signature of Administrator

Date

Attachments: Casual hire application (orig)
Casual Appointment/HireNet Screening Grid
Employment Documents (New Hire/Rehire)