

## Employment Recommendation Packet

The documents below are required to complete the Employment Recommendation packet. Hyperlinks are included for fillable forms. Once you have filled out the documents, you will need to forward the Employment Recommendation on for the appropriate approvals.

- **Employment Recommendation Form** – Information on the candidate the committee selected.
- **Reference Checks** – Hiring Manager will complete the reference checks on the selected candidate.
- **Interview Summary Report** – A list of all the candidates that were interviewed with dates and disposition codes.
- **Interview Criteria Form** – One must be completed for each candidate that was interviewed. Showing the criteria used to determine strengths and/or weakness of each candidate and how the committee determined the best candidate.
- **Work Environment Statement (FLSA Exempt)** - This form should be signed by interview candidates who will fill an FLSA Exempt position. Candidates working more than 40 hours a week in these positions will not receive overtime/compensatory time.
- **Work Environment Statement (FLSA Non-Exempt)** - This form should be signed by applicants who will fill an FLSA Non-Exempt position. Candidates working more than 40 hours a week in these positions will receive overtime/compensatory time.
- **Candidate Spreadsheet** – Listing all the candidates that applied and any notes that the committee added in the comment section.
- **All Notes** – Any emails, questions, or paper notes that were written during the selection process.
- **Questions** – A copy of the questions that were asked during the interviews.