

SEMINOLE COMMUNITY COLLEGE
Recommendation to Hire – Full-Time Employees

Instructions: This form is to be used to recommend hiring for all full-time positions. All offers of employment, oral or written, are to be extended to the candidate by the Human Resources Office, unless otherwise authorized by the President.

Reference Check form Attached

Candidate Information:

1. Candidate Recommended: _____	Internal Candidate <input type="checkbox"/>
	External Candidate <input type="checkbox"/>
	ID (if known) _____
2. Proposed date of Employment: _____	3. If temporary assignment, expected end date: _____ (not to exceed 12 months from date of employment)
4. Educational Degree (highest attained):	
___ Less than High School	___ Associates
___ High School Diploma or GED	___ Bachelors or equivalent
	___ Masters
	___ Masters Plus 30
	___ Doctorate

Position Information:

1. Position Number: _____	Position Title: _____
2. Position Budgeting: ___ Regular (ongoing position) ___ Temporary (not a regularly established position) If temporary, expected end date of position: _____	
3. Name of Current or Previous Employee in Position: _____	

Compensation Information:

1. Contract Length for Instructional Appointments: ___ 164 Days ___ 164B Days ___ 196 Days ___ 228 Days			
2. Pay Grade: _____	3. Base Salary for the Position: \$ _____	Verified by HR: _____	
	4. Proposed Salary for Candidate: \$ _____	Verified by HR: _____	
5. Salary Justification: _____ _____			
6. Grant or project funded? ___ Yes ___ No		7. Is position contingent upon funding? ___ Yes ___ No	

Detail Dept-Level Information:

8. Account code: _____ % FTE Dept. Title: _____					
Fund	Program	Dept	Class	Loc	Acct (GL)
9. Home Department: _____ Home Department Description: _____					
10. Account code: _____ % FTE Dept. Title: _____					
Fund	Program	Dept	Class	Loc	Acct (GL)
11. Home Department: _____ Home Department Description: _____					

Approvals:

1. Hiring Manager _____	Date _____	5. HR _____	Date _____
2. Hiring Manager Supv _____	Date _____	6. Equity Coord. _____	Date _____
3. Vice President _____	Date _____	7. President _____	Date _____
4. Budget _____	Date _____		

HR Only:

HR Employment:			
Job Requisition #: _____	Applicant ID: _____	Accepted: ___ Yes ___ No	Date _____ HR _____
HR Records:			
Pay Group: _____	Salary Level: _____	Job Code: _____	Creditable Years of Service: _____
Reviewed by: _____	Currently in PS Job Data: ___ Yes ___ No	Date _____	FRS: ___ Yes ___ No
Entered into System (Initials) _____	Date: _____	Empl ID: _____	Board Action Date: _____