

**CAL POLY CORPORATION**  
**RECOMMENDATION FOR EMPLOYMENT SELECTION**

Submit this completed form to Cal Poly Corporation Human Resources, along with the completed Applicant Log Sheet, the recommended candidate's application, and a supporting memorandum. **Attach a Personnel Information Form (PIF) if this is a Sponsored Project or the employee is working on multiple accounts and needs Sponsored Programs approval.**

Recommended Candidate:	Title of Position:
Recommended Pay Rate and Org Key/Object Code: Pay Rate or Salary: \$ _____ Charge to: _____ - _____	Employee's contact information for the telephone directory: Campus #: _____ Fax #: _____ Building & Room #: _____
I hereby authorize HR to initiate the employee's email/calendar account. <u>Check one:</u> <input type="checkbox"/> Employee is a sole user <input type="checkbox"/> Employee is on Multi-Users Computer Computer name (on a label in front, top or side of computer i.e. FD-CD-NAME): _____	Supervisor: _____ Extension: _____
Projected Employee Start Date:	Project End Date: (if subject to continued funding on a sponsored project)
Time Base: 12 Month <input type="checkbox"/> or 10 Month <input type="checkbox"/>  Full Time: <input type="checkbox"/>  Part Time: <input type="checkbox"/> Part Time Hours/FTE: _____	Recruitment Closing Date:  Screening Committee Chairperson:
Total No. of Applicants:	Total Interviewed:
Screening Committee Members:	Interview Dates:  Screening Committee Affirmative Action Facilitator:

\_\_\_\_\_  
**DEPARTMENT HEAD APPROVAL SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINT NAME**

Appropriate advertising and interviewing has been completed and I approve this appointment.

\_\_\_\_\_  
**HUMAN RESOURCES APPROVAL SIGNATURE\***

\_\_\_\_\_  
**DATE**

New PCN #, if applicable: \_\_\_\_\_ \*HR Director signs on behalf of the Executive Director.