

## **Memorandum**

Date: \_\_\_\_\_

To: Human Resources Department

Subject: Recommendation to fill \_\_\_\_\_  
Job Number

We have considered all individuals referred by the Human Resources Department in accordance with A9.480. We recommend \_\_\_\_\_ be appointed to the subject job 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 Department. You will be notified of the start date upon receipt of all the hiring documents. Late return of the hiring 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. Hiring 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 NeoGov 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  
Casual Recruitment Screening Grid  
Hiring Documents (New Hire/Rehire)