SAMPLE RECOMMENDATION TO HIRE LETTER

CLASS 1 - STAFF

DATE

Office of Human Resources

School of Environmental and Biological Sciences

Cook Campus

To whom it may concern:

I am pleased to recommend NAME OF FINALIST to fill the position of (POSITION TITLE, GRADE, POSTING NUMBER) within the DEPARTMENT NAME.  NOTE:  If the finalist currently holds an active appointment either within your department, SEBS or within the University, using the Rutgers Global Search feature in HCM, please indicate the type of position (e.g. Class 1, Class 3, 4 or 5), and provide the Name of School, Department Name, Employee ID #, and Current Title.

There were NUMBER candidates who applied for this position which was posted through the Higher Education Recruitment Consortium using ROCS (also indicate any other places your posting advertisement appeared. Indicate the NUMBER AND NAMES of any applicants who were EEO approved for an in-person interview.  The search committee consisted of (indicate name of search committee chair and list names of other committee members) who met with all the candidates in person.  The committee was able to identify the top three qualified candidates who possessed the work experience and education required for the position, they are as follows: NAME (1), NAME (2), NAME (3). The search committee believes that Mr./Mrs. LAST NAME OF FINALIST is the best qualified candidate and is recommending HIM/HER for the position of TITLE at an annual salary of (CONTACT SEBS-HR) which is to be funded by account #/percentage.

Mr./Mrs. LAST NAME has an exemplary background/education in…Provide a detailed explanation as to why he/she is the best suited candidate, including the number of years of experience the candidate has that is directly related to this position.  I am confident HIS/HER experience will be of great benefit to this department and look forward to having HIM/HER join our team.  We anticipate a start date of DATE.

If NAME OF FINALIST does not accept the position, our office will contact SEBS-HR immediately and revise the recommendation to hire packet to select our second choice candidate (INDICATE NAME OF SECOND CHOICE CANDIDATE) to fill this position, or we will notify SEBS-HR to have the position reposted.

If this request is approved, we will provide to Mr./Mrs. LAST NAME a verbal offer which will be contingent upon successful completion of all pre-employment screenings.  If HE/SHE accepts the offer, we will immediately complete the Final Dispositions in ROCS for all applicants and place Mr./Mrs. LAST NAME into the workflow status of Finalist, which will then prompt UHR’s background investigation (BGI) process.

Thank you very much for your consideration of this recommendation to hire.

Sincerely,

NAME

Department Chair or Department Director

Attachments:  Posting Announcement

Departmental EEO Report

Resumes for each EEO Approved candidate interviewed

Staff Search Request Letter

CARF

Org Chart