UNIVERSITY OF MICHIGAN LIBRARY
Staff Appointment Recommendation

Candidate Recommended: _____ **Date:** _____

Years of prior relevant experience: _____ **Posting #:** _____

Job Title: _____ **Salary:** _____

Department: _____ **Shortcode:** _____

Work location: _____ **Phone #:** _____

APPROVALS:	**Signature**	**Date**		**Signature**	**Date**
Immediate Supervisor			**HR Review**		
Senior Manager			**Financial Review**		
Assoc Univ Librarian			**Chief Operating Officer**		
Comments:					

Other Applicants	**Intrvwrs' initials**	**Date intrvwd**	**Other Applicants**	**Intrvwrs' initials**	**Date intrvwd**

Number of RIF candidates: _____

<u>Documentation of recommendation by Supervisor</u>

(1) Attach an evaluative paragraph justifying the recommendation and separate evaluative paragraphs for rejecting the other interviewed applicants, including all RIF candidates, focusing on minimum and/or desired qualifications.

(2) Attach reference check documentation.

For LHR use only: Start Date: _____ *New Employee Orientation Date (if applicable):* _____