

# Memo

To: Human Resources  
From:  
CC:  
Date:  
Re: Temporary New Hire Recommendation

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Please review the following candidate for hire:

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position ID/Number \_\_\_\_\_

Depart/Supervisor: \_\_\_\_\_

Payroll Account Number: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

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

Building #, Room #, Ext #: \_\_\_\_\_

If applicable:

Course Number(s): \_\_\_\_\_

Discipline: \_\_\_\_\_

The application and transcripts, if required, are attached for your review.

*Below completed by Executive Leadership Team member:*

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Approved as recommended: \_\_\_\_\_

Not approved as recommended: \_\_\_\_\_

Comments: \_\_\_\_\_

## **Directions for Completing the New Hire Notification Memo to ELT member**

Once you have interviewed your candidate and completed references, please complete this memo for your ELT member review and attach to required new hire documents. Below are some hints in regards to completing the memo.

1. Complete the following fields accordingly
  - a. CC: please add anyone else you would like to receive notification on the approval for hire, always include the division Administrative Assistant
  - b. From: yourself or designee
  - c. To: Human Resources
2. Payroll Account Number: *This is your department GL account number*
3. Rate of Pay: *in accordance with Procedure 6-2-104.2*
4. Start Date: *actual first day at work (on the job, in class, clinical site, training)*
5. Unofficial transcripts are acceptable.
6. It is preferred that you print the memo, attach the application, transcripts, resume, a completed Authorization for Background Check form, and credential approval form (if applicable).
7. The Recommendation packet should then be forward to ELT member's office for review.
8. Once a decision is made, the Temporary New Hire Recommendation memo with ELT member's approval and comments will be scanned to everyone on the memo (To: From: CC:) and forwarded to Human Resources.
9. Human Resources will obtain funding approval and process background check.
10. Upon satisfactory background check results, HR will contact the applicant and schedule applicant for on-boarding.
11. After employee has been on-boarded and a Datatel employee ID assigned, HR will notify the Hiring Manager, department Administrative Assistant, and other appropriate college staff. Notification will include new hire information including, but not limited to, name, department, position, ID and office location.