TO: Human Resources

SUBJECT: Recommendation for Employment

As supervisor for the vacant position under my supervision for which applicants have been interviewed, I recommend the following person to fill the vacancy:

PERSON_____________________________________________

Reason for recommending this applicant above other applicants:

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Rank in order of preference all applicants interviewed:

1. 7.
2. 8.
3. 9.
4. 10.
5. 11.
6. 12.

Special comments about other applicants:

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Signature of Supervisor

Job Vacancy

Date

Name of Person Leaving