

ALVIN COMMUNITY COLLEGE

PERSONNEL RECOMMENDATION

The Human Resources Office provides various recruitment / employment services to ensure that qualified personnel are employed and retained. Employment authorization must be approved prior to a new employee reporting to work. The recommendation form should be completed by the hiring supervisor and approved by all appropriate administrative levels. Grant Funded and/or Temporary work assignments require an employment end date.

To avoid negligent hiring incidents and ensure a safer and more secure workplace, Alvin Community College will use the services of Background Information Systems – Safe Schools Project to provide screening on all new hires for regular, full time positions. Background screening services have been processed by the Director of Human Resources for the candidate recommended below.

CANDIDATE NAME: _____ **EMPLOYEE ID:** _____

EMPLOYEE TYPE: Administrative Professional Faculty Support Staff

EMPLOYEE STATUS: Full Time Part Time (Benefits Eligible) Part Time (≤19 hours) Temporary

REPLACEMENT PERSONNEL: Yes No **PROMOTION:** Yes No **REAPPOINTMENT:** Yes No

If employment action is a replacement or promotion, provide name of employee being replaced and state briefly why this personnel action is needed.

POSITION TITLE: _____

EMPLOYMENT START: _____ **EMPLOYMENT END DATE:** _____
(Pending Approval) (If Temporary)

POSITION GRADE / STEP: _____ **SALARY:** _____

BUDGET CODE NUMBER(S): _____ **ACCOUNT NAME:** _____

_____ **ACCOUNT NAME:** _____

RECOMMENDATION SUBMITTED BY:

HIRING MANAGER / SUPERVISOR / DEPARTMENT CHAIR **DATE:** _____

SUPPORTED BY:

DIVISION CHAIR / DEAN / DIRECTOR **DATE:** _____

DEAN OF ACADEMIC PROGRAMS (If Applicable) **DATE:** _____

DEAN OF TECHNICAL PROGRAMS (If Applicable) **DATE:** _____

PROVOST DEAN OF INSTRUCTION **DATE:** _____

DIRECTOR / HR **DATE:** _____

COLLEGE PRESIDENT **DATE:** _____