

MILLERSVILLE UNIVERSITY
ADMINISTRATIVE / STAFF RECOMMENDATION FORM

This section is to be completed by the Supervisor. The following documents are required as attachments to this form: (1) resume; (2) official transcripts and/or required licenses/certifications; and (3) Post-Interview Report.

Date Prepared: Requisition No.:

Department: Position No.:

Name: Mr. Ms. Dr. Last First M.I.

Home Address: Street City State Zip

Home Phone: Work Phone:

Classification:

Working Title: (if different from classification)

Recommended Starting Date:

Recommended Salary: \$ Range/Step:

Highest Degree Earned: College/University:

Specify All That Apply:

- Senior Policy Exec. Manager SUA Staff Coach Permanent Temporary Full Time Part Time Hours: From to Days: From to Transfer Most Senior Bidding Employee New Appointment Rehire Emergency Appointment From to Specify Dates

Supervisor/Chair Appointment is recommended Not recommended Date

Department Director/Dean Appointment is recommended Not recommended Date

Asst. to Pres. for Social Equity/Chief Diversity Officer Appointment is recommended Not recommended Date

Associate Vice President for Human Resources Appointment is recommended Not recommended Date

Appropriate Vice President Appointment is recommended Not recommended Date

This section to be signed by the President (for Vice Presidents and other direct reports)

Appointment is approved

President Date

Date Accepted Position:

Date Declined Position:

If declined, state reason why:

HR Use Only:

Replacement for: Salary: Range/Step: Appt. Date: Time: Shift Hours: From: To: Day: From: To: Report to: