

MEMORANDUM

To: [Associate Vice President Human Resources]
Via: [Director for Affirmative Action]
Via: [Vice President / Provost /President]
[Department Head]
From: [Search Committee Chair]
Date: [Date]
Subject: Request to Hire [Candidate Name; Position Title]

The body of the memo should include, at a minimum, the following information:

1. The position title and department.
2. The minimum/preferred qualifications required for the position.
3. A summary of advertising methods and any difficulties related to the search.
4. A brief summary of the candidates who applied.
5. A brief summary of the candidates who were selected for interview.
6. A detailed summary of the chosen candidate's qualifications related to the required qualifications.
7. Recommendation for a 2nd candidate if 1st candidate declines or next steps (i.e. readvertise).

EXAMPLE

The Human Resources Department recently advertised and interviewed for a Human Resources Generalist position. The minimum requirements included a Bachelor's Degree in HR or related field and a minimum of 2 years' experience. The preferred qualifications included a Master's Degree, 5 years' experience, and experience in higher education. The position was advertised in HigherEdJobs, CUPA-HR, and the Herald-Citizen.

Ten candidates applied for the position. Out of the 10 candidates, only 8 met the minimum qualifications; 2 did not meet the minimum qualifications and were excluded. Out of the

remaining 8 candidates, 5 candidates met all of the preferred qualifications. These 5 candidates were interviewed.

We are requesting to hire Susie HR-Pro for the HR Generalist position. Ms. HR-Pro has 8 years' of professional HR experience with 5 years' in higher education. Ms. HR-Pro possesses a Master's in HRM and is SHRM-CP certified.

While the remaining candidates that were interviewed possessed strong qualifications, Ms. HR-Pro is our recommendation based on her extensive HR experience, knowledge, and education.

If Ms. HR-Pro does not accept, we would like to recommend our second candidate Mr. John Compensation-Guru.