

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:

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:

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Job Vacancy

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Person Leaving