

%

RECOMMENDATION to the Human Resources Department

Employee Hire / Change Form Date: From: _____Title: **New Position** Replaces: Change in Contract (hours / rate of pay / location): **Change in Salary Coding / Funding** I wish to recommend ______ for the position of (Name) __ at _ (Title) (Location) FTE/Hours per week:______ Effective Date _____ Additional Information: (Please provide if relevant ~ an additional or multiple assignment / added hours / specific days / name of supervisor or classroom teacher) **SPCC OPU FUND FUNC** OBJ **SUBJECT** \mathbf{IL} **JOB**

NOTE: New Hires & Changes in Position must include all Interview Processing Forms.

(Note: Please indicate percentage of distribution if hired for multiple locations.)