



Human Resources Appointment Recommendation

Name of Candidate _____ Department _____

Position Title _____ Classification _____

Subject Area(s) (Faculty only) _____ Level/Rank _____

- _____ Full Time
- _____ Part-Time (Maximum hours per week _____)
- _____ Temporary (Recommended Start Date _____ Stop Date _____)
- _____ Reserve Employee

Replacement for: _____ or, New Position _____

Budgeted Position: _____ Grant/External Funding (source): _____

<u>Appointment Approvals</u>	<u>Date</u>	<u>Approval Signatures</u>	<u>Comments</u>
DEPARTMENT HEAD	_____	_____	_____

Please return the file to Human Resources

Recommended Terms of Employment & Rationale: (to be completed by Human Resources)

Affirmative Action Officer _____

AREA VICE PRESIDENT _____

VICE PRESIDENT of FINANCE _____

PRESIDENT _____

When all approvals are in place, the Director of Human Resources shall contact the recommended candidate to make a formal job offer.

Verification of job offer acceptance: _____ Confirmed Start Date: _____
Director of Human Resources

IMPORTANT REQUIREMENTS FOR SEARCH COMMITTEE CHAIRPERSON:

1. This form must be completed with all applicable information.
2. It is necessary to include the following information in the candidate's appointment folder:
 - _____ Completed Ocean County College Application form
 - _____ The **original** copies of the candidates official Transcripts (if applicable)
 - _____ Three references required by Board policy
 - _____ The Confidential Candidate Evaluation Forms, completed by the Search Committee members
 - _____ The Affirmative Action Recruitment & Selection Report form