## Date

## President (Or Appointing Authority)

## Tacoma Community College

## 6501 S. 19th Street, Building #12

## Tacoma, WA 98466

## RE: Hiring Recommendation

## The screening committee recently completed interviews for the position of (insert position here). We received 13 applications, of which one was internal and 12 were external. HR and I reviewed the qualified candidate pool and screened down to the top five for interviews.

## The selection committee included:

## Committee Chair

## Committee Member

## Committee Member

## The committee conferred and developed interview questions which were reviewed with HR for compliance, as well as breadth of the scope of the position.

## Affirmative action goals for the recruitment of this exempt position were as follows:

## Hispanic/Latino

## Asian/Pacific Islander

## Person with a Disability

## Vietnam Era Veteran

## Disabled Veteran

## Of the five candidates interviewed by the committee, three were Caucasian female and one female was of Hispanic/Latino descent. The fifth candidate was a Caucasian Male, Veteran.

## All candidates took a Microsoft Office skills test and the top two candidates from the interview session coincidentally had the top scores on Excel, Word, Power Point and Outlook.

## All committee members participated and provided input into the top candidates. The committee discussed the goals of the division and how the candidates would enhance and contribute to the mission of the division and college.

## Two candidates were invited for 2nd interviews which consisted of an interview with myself, as well as a meeting with the division to allow the staff to provide input into the selection of the candidate.

## I conducted background and reference checks on \_\_\_\_\_\_\_\_\_\_\_\_ and they came back as expected, with no issues or concerns. \_\_\_\_\_\_\_\_\_\_\_\_\_\_’s references indicated that he/she was very professional, highly skilled and confirmed the attributes we identified for the position. The reference checks are attached for your review and information.

## I would like to extend an offer to \_\_\_\_\_\_\_\_\_\_\_\_\_\_at the exempt salary of $52,000 and based on his/her skills and experience.

## I am extremely excited to add \_\_\_\_\_\_\_\_\_\_\_\_ to the team. I feel like he will be a great asset to the division and a key contributor.

## Thank you in advance for your approval of this recommendation to offer \_\_\_\_\_\_\_\_\_\_\_the position of \_\_\_\_\_\_\_\_\_\_\_\_.

## Sincerely,

## Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## President’s Signature/Date