

Recommendation to Hire – Full-Time Employees Instructions

Attach – Completed Reference Checks Form – Form is available in HR and on the web: www.scc-fl.edu. Enter your user name and password.

Candidate Information:

1. Candidate Recommended – Name of candidate being recommended.
2. Internal/External – Indicate whether candidate recommended is internal (SCC employee) or external (non-SCC employee).
3. Proposed Date of employment – Indicate ASAP or if want a future date of employment, indicate date.
3. If temporary assignment, expected end date.
4. Educational Degree – Indicate the highest degree attained. If the candidate has two master's degrees or a master's plus 30 semester hours of discipline-related graduate credit, indicate master's +30.

Position Information:

1. Position Number – Same number as specified on the approved Recruitment Form.
- Position Title – Same title as specified on the approved Recruitment Form and Position Description.
2. Position Budgeting – Indicate if the position is regular (ongoing) or temporary (not a regularly established position). Enter the expected ending date for the position.
4. Name of Current or Previous Employee in Position - Name of employee being replaced.

Compensation Information:

1. Contract length for Instructional Appointments –
 - 164-day - Terms I and II
 - 164B-day - (B for banking) Terms I and II with load and pay of 196-day
 - 196-day - Terms I, II, and IIIA
 - 228-day - Terms I, II, IIIA, and IIIB
2. Pay Grade – See salary schedule. For faculty the pay grade depends upon the contract length and the educational degree.
3. Base Salary – Base salary is the minimum salary for the pay grade.
5. Proposed Salary for Candidate – Depending upon the position, the proposed salary might exceed the minimum salary for the pay grade. Salary might be increased for experience, educational degree, market considerations, etc.
6. Salary Justification: provide justification for the proposed salary amount, if it's greater than the base salary amount.
7. Grant or Project Funded – indicate if the position is funded by grants or special projects.
8. Account codes: Indicate fund/program/dept. (lower level)/class/location/account code (GL) and corresponding percent distribution. The total of the percentages should equal 100%. Dept. title: indicate lower level dept. title.
9. Home dept # - If applicable, indicate home dept. number and description.

Approvals:

Once the Hiring Manager and the Hiring Manager's Supervisor have approved this form, please contact the Employment section of HR. HR will determine if the candidate completed a background release form and ensure that a background report is obtained. **The recommendation form should then be sent to the VP for approval and then forwarded to HR.** HR will then ensure that the remaining approvals are obtained.

Once the Hiring Manager and the Hiring Manager's Supervisor have approved the form, the Hiring Manager may contact the candidate and inform him/her that he/she is being recommended for the position. The Hiring Manager should ***clearly*** indicate that this is ***not*** an offer of employment because the recommendation to hire is being processed for approval. The Hiring Manager should indicate that the HR Office will contact the candidate to extend the offer of employment ***if*** the recommendation form is completely approved.