

RECOMMENDATION FORM FOR APPOINTMENT OF ADMINISTRATIVE STAFF

Candidate's Full Name				
Academic Qualifications ((highest degree first)			
Degree Title		Institution		Date Degree Received
Professional Experience (a	most recent first)			
Employer Name	Posit	ion Held	Start & End Date	
Title Recommended			Department	
Replacement For			Expected Date of Joining	
Reporting To			Ending Date	
New Position			Last Drawn Salary	
Term of Appointment			Recommended Salary	
	—		-	
Probationary Period	Yes (No	-	
Charge To:	School/ Department	Fund		
Budget Head	Allocated Amount	Previous Utilization	Amount	Program
Recommended by Head of Dept. / Chair		DD-MON-YR	Endorsed by Head of HR	DD-MON-YR
			Approved by Dean/Provost	Vice Chancellor DD-MON-YR

Last updated: 15 November 2019