CALIFORNIA STATE UNIVERSITY BAKERSFIELD™ | Human Resources

Staff and MPP Candidate Recommendation Template

Date:_____

From:_____

To:_____

Subject: Candidate Recommendation for Job No. _____

1. Candidate Recommendation

Candidate Name:_____

Provide a brief summary of why this candidate is qualified for the position. Highlight key strengths, relevant experience, including specific roles, responsibilities, and achievements and any unique attributes, that set them apart from other candidates.

Summary of Recommendation:

2. Candidate Recommendation:
Candidate Name:_____

Provide a brief summary of why this candidate is qualified for the position. Highlight key strengths, relevant experience, including specific roles, responsibilities, and achievements and any unique attributes, that set them apart from other candidates.

Summary of Recommendation:

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3. Candidate Recommendation

Candidate Name:_____

Provide a brief summary of why this candidate is qualified for the position. Highlight key strengths, relevant experience, including specific roles, responsibilities, and achievements and any unique attributes, that set them apart from other candidates.

Summary of Recommendation:

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Final Recommendation:

Candidate Name:_____

Identify the top candidate from your recommendations and provide rational as to why this candidate stands out from the others. Should that candidate decline the opportunity, please recommend alternatives in order of consideration and why. If you recommend only one candidate, please explain why this candidate is the sole recommendation.

Signature: _____

Name:_____

Position:_____

Ext.:_____ Email:_____