



Exhibit A
Revised July 2015

MEMORANDUM

DATE:

TO: City Manager
THROUGH: Human Resources Manager
FROM: Department Manager
SUBJECT: Recommendation for Hire – **Position**

XX (number) candidates were interviewed for this position out of a total of **XX** applicants. Following are the interview scores for the **XX** applicants:

Applicants: Composite Scores:

Name	XXX
Name (internal)	XXX
Name	XXX

Example of recommendation and reasons for hire: After considering experience, skills, how the applicants would mesh with City staff, etc., we have selected **NAME**. **Provide any reasons you propose hiring this candidate, and any background information that pertains to the position.**

The position is a Range **XX**, and the annual salary range is: Minimum: **\$XXXX** – Midpoint: **\$XXXX** – Maximum: **\$XXXX**. We are requesting approval to offer **NAME \$XXXX per year (\$XXXX per hour)**, which is the minimum of the range.

HR Manager – Approved: _____ Date: _____

City Manager – Approved: _____ Date: _____