



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	XXX
Name	XXX
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: \_\_\_\_\_