



SAMPLE APPOINTMENT REQUEST E-MAIL / MEMO

MEMORANDUM

DATE:

TO:

FROM:

RE:

From until _____, a Search Committee chaired by _____ screened and evaluated # _____ applicants for the subject position. This _____ is primarily responsible for

Candidates were short-listed for interviews, and # final candidates were forwarded to me for final interviews and consideration. A summary of the final candidates is as follows:

_____ currently is employed _____. His/Her background/experience is _____. However he/she was not chosen for the position because: _____

_____ currently is employed _____. His/Her background/experience is _____. However he/she was not chosen for the position because: _____

_____ currently is employed _____. His/Her background/experience is _____. However he/she was not chosen for the position because: _____

I request your immediate approval of the offer of this position to _____ \$ _____ which is within the hiring range for the position.

Possible Attachments: Candidate Pool / Finalist EEO Report Minutes and/or recommendation of Search Committee
Resume
Other documents as required