



## 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:



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**™

Human Resources

**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:**



### **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:**



**Final Recommendation:**

Candidate Name: \_\_\_\_\_

Identify the top candidate from your recommendations and provide rationale 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: \_\_\_\_\_