

Sample Internal Memorandum:

-MERIT HIRING RECOMMENDATION-

[THIS DOCUMENT SHOULD SERVE ONLY AS A SAMPLE MEMORANDUM. PLEASE COPY THE TEXT BELOW AND PASTE IT ONTO YOUR AGENCY'S LETTERHEAD. ADJUST AS NECESSARY TO ACCOMMODATE THE NEEDS OF THE AGENCY. COMPLETE THE FIELDS WITH THE APPROPRIATE INFORMATION BEFORE ROUTING FOR APPROVAL.]

TO: [Agency Appointing Authority Name]
[Job Title]

THROUGH: [Agency Human Resource Executive Name]
[Job Title]

FROM: [Hiring Manager Name]
[Job Title]

DATE: [Date]

SUBJECT: Recommendation and Justification, [Job Classification of Vacancy]
Position Number [3#####], Requisition Number [#####BR]

Interviews were conducted for the subject vacancy, which exists in the [Organization Name]. I confirm that [Number (of applicants with Veterans' Preference offered interviews)] of the [Number (of applicants with Veterans' Preference)] applicants listed in the requisition as having veterans' preference were offered interviews, in accordance with KRS 18A.150.

The interviews were conducted on [Date(s) of Interviews], by:

- [Interview Panel Member 1 Name], [Job Title], [Organization Name]
- [Interview Panel Member 2 Name], [Job Title], [Organization Name]
- [Interview Panel Member 3 Name], [Job Title], [Organization Name]

Applicants were assessed by their knowledge, skills, and abilities, as demonstrated within their submitted documentation, as well as their responses to a combination of technical and behavioral interview questions. Internal applicants were properly reviewed in accordance with 101 KAR 1:400.

Based upon the selection panel's thorough review, [Applicant Name] best demonstrates the knowledge, skills, and abilities necessary to perform the essential functions of this position. As a result of [his/her] qualifications, the interview panel respectfully recommends approval of [Applicant Name] to fill the vacancy, with a requested start date of [start date].

Thank you in advance for your consideration of this request.

Attachments:

Applicant Listing

Recommended Applicant's Application and Submitted Documents

Prior Employment Reference Check forms [if not an internal candidate to the hiring manager]