



RECOMMENDATION FOR EMPLOYMENT  
WESTERN TEXAS COLLEGE

To: Dr. Mike Dreith, President  
From:  
Date:

I recommend \_\_\_\_\_ to be employed in the position  
of \_\_\_\_\_, starting on \_\_\_\_\_.

Beginning Annual Salary: \_\_\_\_\_ Length of initial contract/employment: \_\_\_\_\_

Justification for salary, if applicable: \_\_\_\_\_

I have complied with the guidelines of the Western Texas College Affirmative Action Plan for the selection of the above named person. The number of applicants that were considered for the above named position was \_\_\_\_\_. I consider the above named person to be the best qualified of all applicants because: (State criteria utilized for selection and state reasons why person recommended is best qualified. If a transfer is made in a position, explain reason. If a promotion is made in a position, explain reason for promotion.)

\_\_\_\_\_ I have acquired an official college/university transcript(s) from every college/university listed and/or certification(s) prior to making this recommendation for employment.

\_\_\_\_\_ An official transcript was not required for this position.

RECOMMENDED BY:

COORDINATED WITH:

\_\_\_\_\_  
Dean/Supervisor

\_\_\_\_\_  
Affirmative Action Officer

DATE: \_\_\_\_\_ RECOMMENDATION TO BOARD: \_\_\_\_\_  
President of College

\_\_\_\_\_  
Budget Account Description

\_\_\_\_\_  
Budget Account Number

\_\_\_\_\_  
Contract (Identify source of reimbursement)