



KLAMATH COUNTY

Interview/New Hire Recommendation

PLEASE COMPLETE AND RETURN THIS FORM TO HUMAN RESOURCES ALONG WITH THE FOLLOWING ITEMS:

- Panelist Confidentiality Statements
- Completed Interview Forms
- Completed Scoring Matrix
- Completed Reference Check Forms

Department: _____ Job Title: _____

Applicants Interviewed *(Attach another sheet if needed)*

Date(s) of Interviews

Interviewee Notified:

Yes No
 Yes No
 Yes No
 Yes No
 Yes No
 Yes No

Applicant Selected: _____ Phone Number: _____

OPTIONAL – Second/Alternate: _____ Phone Number: _____

References Checked **(Must have two (2) positive references):** Yes No

Requested Start Date: _____

Employee to Drive: Yes No

Pay Grade & Step: _____

DHS Background Request: Yes No

Pay Rate: _____

County Criminal Check: Yes No

Comments: _____

Hiring Authority: _____
Signature Printed Name Date

HR Director: _____
Signature Printed Name Date

FOR HR USE ONLY

COUNTER OFFER: _____ Approved Denied

Attempt 1	Date/Time:	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined	Notes:
Attempt 2	Date/Time:	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined	Notes:
Attempt 3	Date/Time:	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined	Notes: