



TOP CANDIDATE FORM

DEPARTMENT COMPLETES ALL SECTIONS PRIOR TO SUBMITTAL TO HRD - COMPENSATION			
EMPLOYMENT TYPE: REGULAR TEMPORARY SEASONAL INTERN		EMPLOYMENT ACTION: NEW HIRE LATERAL PROMOTION DEMOTION	
Candidate Name:		Supervisor Name:	
Department:		Employment Status:	FULL TIME ☐ PART TIME ☐
Position Title:		Requested Hire Date:	
NeoGov Requisition Number:		Years of Relevant Experience:	
Munis Position Number:		Current/Former Employee?	YES ☐ NO
MINIMUM QUALIFICATIONS VERIFICATION ATTESTATION			
☐ The candidate's qualifications have been verified, and a credential check has been successfully completed. The candidate satisfies all applicable requirements for the referenced position, including those related to education, work experience, and certifications, as required. All required documentation is attached.			
Hiring Department Liaison/Supervisor:		Date:	
(EXCEPTIONS) Department Director or Designee:		Date:	

FOR HR USE ONLY - COMPENSATION		
Pay Grade:	Accepted Hourly Rate:	Exception: ☐ Counteroffer: ☐
Previous/Current Employee? ☐	Eligible for Rehire? Yes ☐ N/A ☐	Employee ID:
Comments:		
HRD/COMPENSATION APPROVAL:		Date: