



CERTIFICATION OF ELIGIBLE APPLICANTS

TO: CAO Administration,
Government Center
DEPARTMENT/LOCATION

FROM: Glenda George, Director
HUMAN RESOURCES

DATE: 2025-11-25

Job Opening ID: 6084

Recruiter: Dan James

Recruitment Contact: Yvonne Brown

The following applicants are certified from the appropriate eligibility list for the position of Access & Engagement Officer

NAME OF APPLICANT (S) CERTIFIED	ADDRESS	PHONE NUMBER AND EMAIL	COMMENTS BY INTERVIEWER
			interview
			interview
			interview
			interview
			interview
			interview
			interview

After interviewing your chosen and required applicants, please return this form and indicate above who interviewed and who failed to show as scheduled or is no longer interested.

When you have chosen the individual(s) for the position(s), please complete the bottom of this form by entering their name(s) and pay grade then return it to the Division of Human Resources. We will notify you of the appropriate salary, then make the conditional job offer to the candidate(s), and determine a start date contingent upon the timelines to complete all pre-employment protocols.

RECOMMENDATION(S) FOR APPOINTMENT

TO: DIVISION OF HUMAN RESOURCES

FROM: _____
DIVISION DIRECTOR **DATE** **CONCURRENCE OF COMMISSIONER** **DATE**

NAME OF APPLICANT(S) RECOMMENDED	PAY GRADE	SALARY (to be completed by HR)	PROJECTED START DATE (to be completed by HR)	NEW HIRE	PROMOTION

APPOINTING AUTHORITY'S DECISION

_____ **APPROVED** _____ **DENIED** _____ **HOLD**

_____ **MAYOR'S SIGNATURE**

_____ **DATE**

Public Records Exemptions

Enclosed please find a copy of the response documents for your public records request. The following information is provided to explain the process employed to review and produce the response documents.

Reason	Description	Pages
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