



POSITION HIRING MEMO

Chico State Enterprises
25 Main Street Suite 103
Chico, CA 95928-5388
(530) 898-6811
www.csuchico.edu/cse

To: Chico State Enterprises Human Resources

From:

Re:

Date:

Search Committee Members:

Applicants Interviewed:

Candidate Selected:

References Completed: Yes No
(attach copy of reference check)

Hours Per Week: Benefited: Yes No Compensation:

Classification: Hourly/Non-Exempt Salary/Exempt

LiveScan: Yes No Background check: Yes No

Anticipated Start Date:

Special Instructions / Notes:

CSE CEO Signature*: _____ Date: _____

**Required for CSE Admin positions*