



TEXAS A&M
INTERNATIONAL
UNIVERSITY

REFERRAL FOR INTERVIEW FORM

PLEASE COMPLETE, SIGN, AND RETURN THIS FORM TO FINANCIAL AID.

Date:	Employing Department:	Job Number:
Applicant:	<input type="checkbox"/> New Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Promotion	Title:
Replacement For:	PIN # _____ <i>If new position, enter NEW</i>	Hours per Week: _____
Paying Acct. #:		Wage \$_____ Per Hour
Hiring Supervisor:	Office Location & Phone Ext.	Desired Hiring Date:

COMPLETE THIS SECTION BY SELECTING "A" OR "B" AS APPLICABLE.

A. _____ Applicant is selected for employment. (This is subject to compliance review by Financial Aid Office.)

Name of Reporting/Evaluating Supervisor: _____

Has this person previously worked for the A&M System? YES NO

B. _____ Applicant is not selected for employment, Indicate applicable reason(s) below.

_____ This applicant's education and/or experience is less relevant than that of the applicant selected.

_____ This applicant's skills (communication, computer, etc.) are not as strong as those of applicant selected.

_____ This applicant is unable to meet the work schedule of the position.

_____ This applicant's interview was less effective than that of the applicant selected.

_____ This applicant failed to report to the scheduled interview.

_____ Other: _____

My signature certifies that the best-qualified applicant has been selected and that Equal Employment Opportunity practices have been observed.

Hiring Supervisor Signature Date

For Student Employment Coordinator Use Only

Estimated end date: N/A May 31 Other: _____

Office of Financial Aid

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