

Student Recommendation Form

Date: _____

To: Jeff Corn, CURA Community Program Assistant

From: _____

Re: Student Hiring Recommendation

I have decided to hire the following person to work on a CAP/CMV/NPCR project:

Name: _____

U of M Student ID #: _____

Phone Number: _____ Cell Phone: _____

U of M College/School: _____
(or Other Institution if not U of M)

Degree Program: _____

School E-mail Address: _____

Local Mailing Address: _____

City/State/Zip: _____

Approximate Start Date: _____

I understand that:

1. CURA will verify that the person indicated above is a student.
2. CURA will contact the student directly to schedule an appointment to process his/her hiring paperwork.
3. The student cannot begin working until he/she has completed the hiring/payroll paperwork at CURA.
4. CURA will send me a copy of the student's signed offer letter.
5. I will notify all other job candidates that they were not selected for this job.
6. I am responsible for monitoring the student's work and approving the time sheets before he/she submits them to CURA.
7. If the research assistant works more hours than the approved appointment, CURA will bill the agency for the cost of those hours.

Signature

Date

Please return this completed form by e-mail to curacbr@umn.edu, or by fax to 612-626-0273