

**Hiring Manager's Intent to Hire into a Regular Position**

Candidate Information	
<b>Name:</b>	This candidate is currently: The temporary employee in the role The seconded employee in the role A (direct) report on my team in a different role An employee from a different unit within the same department (CUPE)
<b>Current Position:</b>	
<b>New Position:</b>	

Hiring Manager	
<b>Name:</b>	<b>Department:</b>
<b>Title:</b>	

(Name) has been reporting directly to me since (Date) .

(Name) has satisfactorily met the expectations of this role without concern.

**Rationale for Hire:**

Please list details supporting this hiring decision:

**Areas for Growth:**

Please list mutually discussed areas for training and development:

Your signature below indicates full endorsement of (Name) for the position of (Title) and will be retained on file as an official University of Waterloo reference.

*(Signature of Hiring Manager)*

*(Date)*