



CERTIFIED/LICENSED EMPLOYMENT RECOMMENDATION

To: Employee Services
 From: _____
 Date: _____

School/Site: _____
 Interview Team Names: _____
 Recommended Candidate: _____
 Position and Site: _____
 Fast Track Posting #: _____
 Replaces: _____

Start Date: _____ Yrs of Exp/Grade: _____

Budget Code: _____

References CONTACTED (must include current employer)	Phone Number	Relationship to Candidate

Candidate is: New Hire Transfer: From _____ to _____

Please check all of the following that apply to the candidate you have recommended

<input type="checkbox"/>	Has a valid NM license for this position	<input type="checkbox"/>	Has a valid license for this position in another state
<input type="checkbox"/>	Has other valid NM licenses(s)	<input type="checkbox"/>	Has other current, standard license(s) in another
<input type="checkbox"/>	Has completed all parts of the NMTA	<input type="checkbox"/>	Has completed an approved teacher prep program
<input type="checkbox"/>	Is highly qualified for this position, if applicable	<input type="checkbox"/>	Other

SUPERVISOR CHECK OFF	EACH ITEM MUST BE CHECKED OFF BY THE SUPERVISOR PRIOR TO SUBMITTING THE RECOMMENDATION	ES ONLY
<input type="checkbox"/>	Reviewed applications of qualified candidates	<input type="checkbox"/>
<input type="checkbox"/>	Signed off on applicant list/database, which contains the names of all interviewees	<input type="checkbox"/>
<input type="checkbox"/>	Interview Schedule (If YOU schedule interviews, be sure to include dates/times for all candidates whom you attempted to contact. Note if you were unable to contact them or if they did not return calls, if messages were left, etc.)	<input type="checkbox"/>
<input type="checkbox"/>	Completed an Interview Report for each interviewee, including any who failed to keep their appointments	<input type="checkbox"/>
<input type="checkbox"/>	Attached interview questions	<input type="checkbox"/>
<input type="checkbox"/>	Attached assessment questions	<input type="checkbox"/>
<input type="checkbox"/>	Contacted current supervisor	<input type="checkbox"/>

ES ACTION	DATE	
Packet Submitted		NOEA
Opening		ES Report
Posting		NT Report
Recommendation Approved		Notes
Supervisor Notified		Contract Clerk