



SUPPORT STAFF EMPLOYMENT RECOMMENDATION

To: Employee Services
From:
Date:

School/Site:
Interview Team Names:
Recommended Candidate:
Position and Site:
Fast Track Posting #:
Replaces:
Start Date:
Budget Code:

Yrs of Exp/Grade:

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

Candidate is: New Hire Transfer: From _____ to _____

SUPERVISOR ONLY	EACH ITEM MUST BE COMPLETED BY THE SUPERVISOR PRIOR TO SUBMITTING THE RECOMMENDATION	ES ONLY
	Reviewed applications of qualified candidates	
	Attach applicant list/database containing the names of all interviewees with supervisor signature.	
	Interview Schedule (Include dates/times for all candidates contacted.	
	Completed Interview Report for each candidate interviewed. Document any candidates who failed to keep their appointments with "No Show".	
	Interview Questions Attached	
	Assessment Questions or Performance Task Attached	
	Current Supervisor Contacted	

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