

CERTIFIED/LICENSED EMPLOYMENT RECOMMENDATION

To: Jim McDaniel, Assistant Superintendent for Personnel

From: _____

Date: _____

The Interview Team consisting of:

Would like to recommend:

For the position of: _____

To replace: _____

Start Date: _____

Yrs of Exp/Grade: _____

Budget Code: _____

Names of references CONTACTED (must include present employer):	Phone number:	Relationship to candidate:

Candidate is a: New Hire Transfer

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 state
<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"/>	

SUPERVISOR CHECK OFF	EACH ITEM MUST BE CHECKED OFF BY THE SUPERVISOR PRIOR TO SUBMITTING THE RECOMMENDATION.	PERSONNEL CHECK OFF
<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"/>

For Personnel Office Use Only

Date Packet Submitted:	
Opening:	
Posting:	
Date Administrator Notified of Approval:	