

SUPPORT STAFF 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

SUPERVISOR CHECK OFF	EACH ITEM MUST BE CHECKED OFF BY THE SUPERVISOR PRIOR TO SUBMITTING THE RECOMMENDATION.	PERSONNEL CHECK OFF
	Reviewed applications of qualified candidates	
	Signed off on applicant list/database, which contains the names of all interviewees	
	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.)	
	Completed an Interview Report for each interviewee, including any who failed to keep their appointments	
	Attached interview questions	
	Attached assessment questions	
	Contacted current supervisor	

For Personnel Office Use Only

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