



\_\_\_\_\_ District No. \_\_\_\_\_

**PERSONNEL**

Employment Recommendation Form

(Confidential)

This form is not to be placed in an employee's file. The form is for board members as they consider a hiring recommendation and for documentation of hiring procedures.

School: \_\_\_\_\_ Vacancy: \_\_\_\_\_

Candidate Recommended: \_\_\_\_\_ Rank Among Finalists: \_\_\_\_\_

Candidate Status:     In-District Transfer     Former Employee     Other

Total Applicants Applied \_\_\_\_\_ Total Applicants Interviewed \_\_\_\_\_

Strengths/Weaknesses: \_\_\_\_\_

\_\_\_\_\_

Employee Status:     Administrative     Certified     Classified

Specific Assignment \_\_\_\_\_ Starting Date: \_\_\_\_\_

Permanent Position                     Temporary Position

Career Ladder/Salary Schedule Placement \_\_\_\_\_ Hourly Rate: \_\_\_\_\_

Benefits     No Benefits

Contract:     Category 1     Category 2/3     Renewable

Administrative     Supplemental

## Hiring Process Information and Checklist

Vacancy Job Position Posted:     In-District             Out-of-District

Composition of Interview Team (Recommended Minimum of 3 Participants)\_\_\_\_\_

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- Background Check Completed
- Information on Past Performance Received
- References Checked (Recommended to contact at least two supervisory references)
- Certification and Endorsement Verified

Certificate Type:     Instructional             Pupil Service             Administrator

Endorsement(s):\_\_\_\_\_

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Issuing State:\_\_\_\_\_ Dates Valid:\_\_\_\_\_

Check the situations that apply to the candidate:

- Candidate holds standard certification/endorsement for all areas of their assignment.
- Candidate is working toward standard certification/endorsement in at least one area of their assignment. Date application submitted to State Department of Education\_\_\_\_\_ Indicate which method:
  - Non-traditional (CSI/LCSC/ABCTE/TFA)
  - Content Specialist
  - Teacher to New
- This is a one-year emergency provisional. Date application submitted to State Department of Education\_\_\_\_\_