

Recommendation for Hire



To: _____
From: _____
Date: _____
Position: _____
Re: _____

Superintendent approval is required prior to offering a position to any candidate.

A newly hired employee must be given a New Employee Packet immediately upon board approval.

- ◆ The following has been verified and on file:
_____ Application
_____ Letter of Interest

- ◆ Please attach the following:
_____ Position posting
_____ Copy of interview questions
_____ Application Screening Summary
_____ Interview Summary
_____ Letter of Intent (certificated August hires only)

- ◆ Interview Process
Please list interview team participants (must include evaluating supervisor)

Was a parent involved? Yes No
If no, please explain:

Candidates strengths:

Candidates weakness:

- ◆ Reference Checks: (3 minimum) *Please attach Reference Check Questionnaire for each of the references contacted.*

1. _____
2. _____
3. _____
4. _____

Signature of person recommending hire

Superintendent

Approval for board agenda on: _____