

## RECOMMENDATION FORM

Please send this form with all attachments (see below) to the Office of Human Resources with the complete information for **ALL** posting recommendations. **Incomplete forms will be returned.** If you are faxing to 563-3468, please include all attachments.

**DATE:** \_\_\_\_\_

**TO:** Mr. Michael McLymore, Assistant Superintendent or  
Dr. Pedro Roman, Executive Director for Human Resources

**FROM:** \_\_\_\_\_

*The information below **MUST** be filled out in its entirety:*

**I/We recommend:** \_\_\_\_\_

**Recommendation may be contacted at:** \_\_\_\_\_

**To fill posting #:** \_\_\_\_\_

**Name of person being replaced:** \_\_\_\_\_  
(unless new position; please indicate if this is a new position)

**Specific Position (Grade, etc.):** \_\_\_\_\_

**Preferred start date:** \_\_\_\_\_

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**Attached Items:**

- \_\_\_\_\_ Names and addresses of all candidates interviewed
- \_\_\_\_\_ Names of all interview participants
- \_\_\_\_\_ List of references
- \_\_\_\_\_ Copy of questions asked
- \_\_\_\_\_ Resume and copy of certification (if available)

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**To be completed by Human Resources:**

Approved by: \_\_\_\_\_