

ADMINISTRATOR'S 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. If you are faxing to 563-3468, please include **ALL OF THE ATTACHMENTS BELOW**.

DATE: _____

TO: Michael McLymore, Assistant Superintendent for Human Resources
Sara Feliz, Executive Director for Human Resources

FROM: _____

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

I/We Recommend & Location: _____

Recommendation may be contacted at: _____

Reason for recommendation: _____

To fill posting name: _____

Name of person being replaced: _____
(please indicate if this is a newly created position)

Specific Position (Grade, etc.): _____

Preferred start date: _____

Checklist items attached:

- _____ Names and addresses of all candidates interviewed
- _____ Names of all interview team participants
- _____ Copy of questions asked
- _____ Copy of written prompt and writing samples
- _____ Copy of lesson plan for demo lesson

To be completed by Human Resources:

Approved by: _____