



# North East Independent School District

## Human Resources Department

8961 Tesoro Drive, San Antonio, Texas 78217

Phone: (210) 407-0188 | Fax: (210) 804-7056

[www.neisd.net](http://www.neisd.net)

### TEMPORARY HIRE RECOMMENDATION FORM & CHECKLIST

Name:	Phone:	Last four of SSN:
Date of Birth:	Email:	
Position:	School/Location:	Organization #:
Budget Code:	Hours/Days:	
Begin Date (M/D/Y):		End Date (M/D/Y):
Current Employee: <input type="checkbox"/> YES <input type="checkbox"/> NO		Active Substitute: <input type="checkbox"/> YES <input type="checkbox"/> NO Active Temp: <input type="checkbox"/> YES <input type="checkbox"/> NO
Does the employee have any relatives currently employed with North East ISD?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If Yes, then list name and location/campus: _____
References Checked (Minimum: 2)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
TRS Eligibility Information	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	TRS Retirees require approval on a <a href="#">Justification Form</a>

#### **Please Note: Any information omitted or incorrect will delay processing.**

I am recommending the above person for Temporary Hire\* and confirm that the applicant meets all of the job requirements. I understand that this applicant **cannot** begin work until all paperwork has been completed and on file in the Human Resources Department. **I understand that HR will contact me when the hiring process is complete and the temp is able to report to work.**  
**\*Temporary hires are defined as individuals working 20 hours or more for 4.5 months or less or working less than 20 hours per week for an unspecified period.**

\_\_\_\_\_  
Hiring Official Printed Name

\_\_\_\_\_  
Hiring Official Signature

\_\_\_\_\_  
Date

#### FOR HUMAN RESOURCES DEPARTMENT USE ONLY

DOCUMENTS	CHECK IF REC'D/PROCESSED			NOTES/COMMENTS:
Application Complete	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Former NEISD Employee	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Fingerprinting	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Physical/HPE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Diploma/Transcript	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Docusign Packet	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Badge Requested	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	

Processed by: \_\_\_\_\_  
HR Specialist

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Rate of Pay (See Notes:)	HR Director:	Date:
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**NOTE: All rates of pay must be approved by the Human Resources Department prior to recommendation form being submitted.**