

Pre-Employment Recommendation

Name: _____

Position: _____

*Site Assignment: _____

Position Control Number: _____

Requested Start Date: _____ Hire Date: _____

Days Per Year: _____ Days Per Week: _____ Hours Per Day: _____

Salary Schedule Classification: _____

Salary Schedule Placement: _____ \$ _____
Range Step Salary

SE Stipend: Full Partial Longevity: 0 + _____ year(s)

Additional Degrees: MA Ed.D. Ph.D. Other _____

Special Instructions:

Authorized Signatures:

Immediate Supervisor: _____ Date: _____

Department Head: _____ Date: _____

Deputy / Associate Superintendent: _____ Date: _____

Associate Superintendent,
Human Resources: _____ Date: _____

County Superintendent: _____ Date: _____

***Site assignment is for personnel record keeping and does not in
any way limit the department from changing an assignment.**

Please complete the Post Interview Information on the next page.

Post Interview Information

Please write your justification statements, and any special instructions in the space below. This information will be submitted to the Superintendent along with the Pre-Recommendation for Hire form.

Justification:

Special Instructions:

Telephone Check: