



JOB POSTING RECOMMENDATION REPORT

Position Title _____ **District/Dept.** _____ **Posting #** _____

Interview Team: _____ **Date of Interview** _____

Candidates Interviewed: _____

RECOMMENDED CANDIDATE:	
Education	
Related Experience	
Interview Comments	
Reference 1	Name, Title, Phone: Organization: Comments:
Reference 2	Name, Title, Phone: Organization: Comments:
Reference 3	Name, Title, Phone: Organization: Comments:

(Use additional sheet if recommending more than one candidate.)

Fully Certified for Position Temporary Approval is Needed (Include Letter of Enrollment)

Comments: _____

Final Checklist Before Submitting to Human Resources

- | | |
|---------------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Signed application (administrator and applicant) | <input type="checkbox"/> Completed Job Posting Recommendation Report |
| <input type="checkbox"/> Documentation of credentials required on posting | <input type="checkbox"/> Completed Request to Employ |
| <input type="checkbox"/> Enclosed copy of interview questions | <input type="checkbox"/> Completed Request to Hire |

Signature of Building/Program Administrator _____ Date _____

Recommendation of Director

Date of Interview: _____ Interview Not Applicable:

Comments: _____

Recommended for Interview with Superintendent: Yes No

Interview Scheduled: _____

Signature of Human Resources Director _____ Date _____

JM:sb
2/25/2014