

Certificated Recommendation to Hire Summary Sheet

Position _____ Title _____ Posting Number _____
Location _____

A. Type of Position: New Vacancy Other _____
Position # _____

B. Candidate recommended for hire _____
LAST NAME FIRST NAME
Current status: Applicant Current employee Displaced employee Substitute Retired
Incumbent: Yes No Number of applicants meeting the minimum qualifications _____
Please state reason applicant is recommended for hire:

C. Please show five periods which recommended candidate will be teaching (if applicable).
1. _____ 2. _____ 3. _____ 4. _____ 5. _____

D. Please list applicants who were interviewed, but not selected. Document reason(s) applicants were not selected (attach additional pages if necessary):

E. List screening committee members:

Please submit Recommendation to Hire Summary Sheet form along with each committee member's screening and/or interview scoring sheets* to Human Resources, CAB 4th floor, no later than 5 working days after the posting deadline.

— RECOMMENDATIONS BY TELEPHONE CANNOT BE ACCEPTED —

Administrator's signature (required) _____ Date _____

*Unless committee process was not utilized due to the selection of the most senior candidate.