



## 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

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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.

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**Justification:**

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**Special Instructions:**

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**Telephone Check:**