

# PISD Hiring Recommendation Form

## Employee Recommendation

Full Legal Name: \_\_\_\_\_

Requested Beginning Date: \_\_\_\_\_ Replacing (Full Legal Name): \_\_\_\_\_

Position: \_\_\_\_\_ Is this a new position or a vacant position: \_\_\_\_\_

Specific area/assignment if Special Ed: (ex: DC, co-teach, resource, etc.) \_\_\_\_\_

Is this position a split campus assignment? \_\_\_\_\_

If yes, list the primary campus: \_\_\_\_\_ secondary campus: \_\_\_\_\_

Is this a federally funded position?  Yes  No

If yes, please provide the budget code: \_\_\_\_\_

Full Day  Half Day

New Hire to District

Former Employee

Retire/Rehire

**\*ASSIGNMENT/SUBJECT** (*Assignments must be specific. Ex: Aquatic Science/Coach, 4<sup>th</sup> Grade Lang. Arts/Soc. Studies*) (Elementary-enter the % of Day, Secondary enter the Number of Periods)

Position/Grade/Specific Subjects: \_\_\_\_\_

% of Day: \_\_\_\_\_ or Number of Periods: \_\_\_\_\_

Position/Grade/Specific Subjects: \_\_\_\_\_

% of Day: \_\_\_\_\_ or Number of Periods: \_\_\_\_\_

Is position ESL?  Yes  No

List any stipends for this position: \_\_\_\_\_

Additional/Special Information: \_\_\_\_\_

### \*\*\*REFERENCES\*\*\*

Contact at least three former principals or supervisor for new hires. Provide the name and phone number for the person(S) you contacted to verify reference information.

1. Name/Position/Phone/Date Contacted: \_\_\_\_\_

2. Name/Position/Phone/Date Contacted: \_\_\_\_\_

3. Name/Position/Phone/Date Contacted: \_\_\_\_\_

- Was the person you are recommending ever non-renewed, terminated, or asked to resign?  Yes  No
- Was the person you are recommending ever on a growth plan?  Yes  No
- Did the person ever receive written directives/verbal reprimands from past principals or supervisors?  Yes  No
- Does the person seem to have the appropriate credentials for the position?  Yes  No

Recommended by: \_\_\_\_\_

Superintendents Approval: \_\_\_\_\_ Date \_\_\_\_\_