# NEW EMPLOYEE RECOMMENDATION

New Employee Name: _____ Today's Date: _____

Position: _____ Location: _____

Projected Start Date: _____ FTE or Weekly Hours: _____ Contract Days:_____

Position Type: ☐ Licensed ☐ Classified ☐ Administrative ☐ Contract Services

Is this a New FTE? No ☐ Yes ☐

Is this a Replacement? No ☐ Yes (Replacing Who?)_____

Reason for replacement: _____

**THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THIS RECOMMENDATION:**

| | YES | NO |
|---|---|---|
| Application and Interview documents | ☐ | ☐ |
| Required Employment Check | ☐ | ☐ |
| Reference Checks | ☐ | ☐ |

Please list the members of the hiring committee: _____

Please provide any special circumstances or pertinent information regarding this new hire:

**Budget/Funding Source: _____ Account Number: _____**

_____

Administrator Date

**Signed document and required forms must be submitted together to the Human Resources Department.**