South San Francisco Unified School District

RECOMMENDATION FOR HIRING FORM

Important! Please fill out completely. Thank you.

Candidate _____

School/Site _____

Position _____

Checklist:

- ❑ Interview held on (date) _____ (Attach Interview Rating form)
- ❑ Reference checks completed (Attach two Reference Check forms)
- ❑ Candidate was contacted and recommended for position on (date) _____

  Effective Date _____ FTE Percentage _____
- ❑ New Position
- ❑ Replacement for (name) _____

  ___Retired ___Resigned ___Transferred ___Non-Reelected

  ___Other, please explain _____

  _____

Authorized by (Site Administrator) _____

Date _____

To be completed by Human Resources

Credential Clearance _____

Salary Placement _____

Type of Contract _____

Authorized by _____