

## ADMINISTRATOR'S RECOMMENDATION FORM

Please send this form with all attachments (see below) to the Office of Human Resources with the complete information for **ALL** posting recommendations. If you are faxing to 563-3468, please include **ALL OF THE ATTACHMENTS BELOW**.

**DATE:** \_\_\_\_\_

**TO:** Michael McLymore, Assistant Superintendent for Human Resources  
Sara Vann, Executive Director for Human Resources

**FROM:** \_\_\_\_\_

*The information below **MUST** be filled out in its entirety:*

**I/We Recommend & Location:** \_\_\_\_\_

**Recommendation may be contacted at:** \_\_\_\_\_

**Reason for recommendation:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**To fill posting name:** \_\_\_\_\_

**Name of person being replaced:** \_\_\_\_\_  
(please indicate if this is a newly created position)

**Specific Position (Grade, etc.):** \_\_\_\_\_

**Preferred start date:** \_\_\_\_\_

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**Checklist items attached:**

- \_\_\_\_\_ Names and addresses of all candidates interviewed
- \_\_\_\_\_ Names of all interview team participants
- \_\_\_\_\_ Copy of questions asked
- \_\_\_\_\_ Copy of written prompt and writing samples
- \_\_\_\_\_ Copy of lesson plan for demo lesson

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**To be completed by Human Resources:**

Approved by: \_\_\_\_\_