

La Joya Independent School District
Office of Human Resources
Staff Recommendation Form: Administrator/Non-teaching Professionals/Classified

I recommend _____ SS# _____

for the position of _____ at _____ Campus/Dept.

- Campus Administrator/Non-Teaching Professional Campus Classified Personnel
 Central Office Administrator/Non-Teaching Professional Central Office Classified Personnel

This is an _____ approved new position _____ replacement for _____
(Name required)

Currently Employed At: _____ Position _____

There were _____ total applications I reviewed.

The following people were interviewed on (date): _____

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

The following individuals served on the interview committee:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

_____ Administrator's Signature	_____ Print Administrator's Name	_____ Title	_____ Date
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_____ **Administrator's Signature ** for Special Program Funded Positions	_____ Print Administrator's Name	_____ Title	_____ Date
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Office of Human Resources Use Only

CCH Verification Approved Disapproved Failure to Disclose _____
Internal Affairs' Signature Date

CCH Verification Approved Disapproved _____
Administrators' Signature Date

Salary & Contract Information

Current Employee _____ Returning Employee _____ New Employee

Starting Date: _____ Term Contract Probationary Contract Letter of Reasonable Assurance

No. of Days: _____ Daily Rate: \$ _____ Salary \$ _____ * No. of Years _____

* _____ minimum (experience not required) or * _____ percentage from mid-point

Recommended for board approval: _____
Date Coordinator's Signature Date