

Newton-Conover City Schools Personnel Recommendation Form

New Hire ___ Rehire ___ Transfer (school/position) ___

If transfer, from _____ to: _____

Name: _____

Position: _____ Replaces: _____

Please write "YES:", "NO", or "NA" in answer to the following:

_____ I reviewed the transfer list and considered everyone with the proper certification who is interested in transferring in the system.

_____ I reviewed the files of the applicants who are certified in the area of the vacancy in accordance with the screening process.

_____ I checked references by phone with one being the most recent supervisor.

_____ I have discussed my recommendation with the appropriate supervisor in the area of the vacancy (examples: CTE, EC, Title I, II)

_____ After approval has been granted, I will notify all of the candidates of their status.

_____ What, if any, conditions should be listed on the contract? _____

Members of Interview Team: _____

Applicants Interviewed:

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Signature of Director/Principal: _____ Date: _____

TO BE COMPLETED BY HR OFFICE

Salary Grade: _____ Salary Step: _____

Earns Personal Leave ___ Yes ___ No

_____ I have checked social media, and google searched the candidate.

Signature of HR Director: _____ Date: _____

Signature of Superintendent: _____ Date: _____