

**ADMINISTRATOR RECOMMENDATION FORM**

SCHOOL/WORK LOCATION \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

POSITION TITLE \_\_\_\_\_ INTERVIEW DATE(S) \_\_\_\_\_

	<u>CANDIDATES INTERVIEWED</u>	<u>RACE/SEX CODE</u>	<u># OF TIMES INTERVIEWED</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

WRITE IN ANY ADDITIONAL CANDIDATES ON THE OTHER SIDE OF THIS PAGE. PLEASE INCLUDE "NO SHOWS", CANCELLATIONS AND ALL THOSE WHO DECLINED INTERVIEWS.

<u>SELECTION COMMITTEE MEMBERS (If Applicable)</u>	<u>R/S CODE</u>	<u>ROLE/POSITION</u>	<u>SBDM Member</u> "√" if
1. _____, Chair	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____

Additional spaces on other side.

CANDIDATE RECOMMENDED \_\_\_\_\_ REQUESTED START DATE \_\_\_\_\_

**\*\*Position offer is made through Administrative Personnel. You will be contacted regarding acceptance.\*\***

SCHOOL-BASED POSITIONS: After hearing from our office concerning the candidate's approval for hiring, the principal should notify any candidate not being hired.

ALTERNATE CANDIDATE RECOMMENDED \_\_\_\_\_

\_\_\_\_\_  
Chairperson/Principal Signature Date

**Signature indicates compliance with the school's SBDM Council Hiring Policy, where one is required.**

SCAN and EMAIL RECOMMENDATION TO CAROL LINCOLN, ADMINISTRATOR RECRUITMENT AND DEVELOPMENT, VAN HOOSE EDUCATION CENTER. Questions? 485-3114

<u>CANDIDATES INTERVIEWED</u>	<u>RACE/SEX CODE</u>	<u># OF TIMES INTERVIEWED</u>
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

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<u>SELECTION COMMITTEE MEMBERS (If Applicable)</u>	<u>R/S CODE</u>	<u>ROLE/POSITION</u>	<u>“√” if SBDM Member</u>
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____