

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. _____ | _____ | _____ |

| <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. _____ | _____ | _____ | _____ |