La Joya Independent School District
District / Campus
Staff Recommendation Form

- Administrator/Non Teaching Professionals
- Classified Personnel

I recommend _____ SS#: _____

for the position of _____ at _____

☐ **Campus** Administrator/Non-Teaching Professionals ☐ **Campus** Classified Personnel

☐ **Central Office** Administrator/Non-Teaching Professionals ☐ **Central Office** Classified Personnel

Currently Employed At: _____ Position Held _____

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. _____

This is:

_____ **an approved new position or**
_____ **a replacement for** _____

_____	_____	_____
Signature	Title	Date
_____	_____	_____
Signature	Title	Date

Office of Human Resources Use Only

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

H.R. Verification ☐ Approved ☐ Disapproved _____ _____
Administrative Approval Date

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☐ 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 _____

_____
Coordinator's Signature Date

Form must be submitted typed in mint green paper to Human Resources in a sealed envelope written CONFIDENTIAL on it.

REVISED 8/1/10