

CANDIDATE RECOMMENDATION

Updated 9.22.15

(A letter of application and/or resume, transcripts and certificate must be attached)

Date: _____
Candidate Name: _____ Position: _____
Candidate Phone Number: _____ Which school? _____
Candidate Address: _____

Date(s) of Interview(s): _____
Name(s) of Interviewed Applicant(s): _____

Names of Interview Committee Members: _____

Is Candidate a current or previous Petoskey Schools/EDUStaff employee? Yes or No
If yes, give details (Petoskey Schools or EDUStaff including what, where, when): _____

Strengths of Candidate: _____
Any reservations regarding Candidate: _____

Anticipated Start Date: _____ Hours of Work: _____
Anticipated End Date: _____ (ie: 8:00-3:00)

For Human Resources Department only:

Highly Qualified per NCLB/State? Yes No Not Applicable

If **yes**, describe specifically how candidate meets H.Q. requirement: _____

Comments: _____

Administrator's Signature: _____ Date: _____

Teaching and Learning Director's Initials: _____ Date: _____

Superintendent's Signature: _____ Date: _____

NOTE: Remember to return all resumes/applications related to the posting of this position (if applicable) to the Superintendent's office.