

**SECTION G: PERSONNEL**

**GB3-E(1)**

**PERSONNEL RECOMMENDATION FORM**

TO: Superintendent of Schools

FROM: \_\_\_\_\_ DATE: \_\_\_\_\_  
Central Office Administrator

RE: Certified Staff \_\_\_\_\_ Classified Staff \_\_\_\_\_

		<u>Data Summary Checklist</u>	
Candidate	_____	Personnel Office	Ass't. Supt.'s Office
	Name		
Address	_____		
	City                  Zip Code		
Phone #	_____		
Assignment	_____		
Assignment Unit	_____		
Replacement	_____ New Position _____		
		Misc.	_____

Name of former employee: \_\_\_\_\_ Comments \_\_\_\_\_  
Salary Classification: \_\_\_\_\_

Degree(s) \_\_\_\_\_

Annual Salary \_\_\_\_\_ Step \_\_\_\_\_ ROUTE TO: \_\_\_\_\_  
Board Meeting/Appointment \_\_\_\_\_ Date

Funding Source \_\_\_\_\_ TO: 1. Exec. Secy. \_\_\_\_\_

Date of Employment \_\_\_\_\_ 2. Ass't. Supt. \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ 3. Personnel Director \_\_\_\_\_

Contract \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making Recommendation Date