

La Joya Independent School District

Office of Human Resources

Staff Recommendation Form: Administrator/Non-teaching Professionals/Classified

I recommend \_\_\_\_\_ AppNo \_\_\_\_\_

for the position of \_\_\_\_\_ at \_\_\_\_\_ Campus/Dept.

☐ Campus Administrator/Non-Teaching Professional

☐ Campus Classified Personnel

☐ Central Office Administrator/Non-Teaching Professional

☐ Central Office Classified Personnel

This is an \_\_\_\_\_ approved new position \_\_\_\_\_ replacement for \_\_\_\_\_  
(Name required)

Currently Employed At: \_\_\_\_\_ Position \_\_\_\_\_

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. _____ |

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Print Administrator's Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*\*Administrator's Signature

\_\_\_\_\_  
Print Administrator's Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\*\* for Special Program Funded Positions

**Office of Human Resources Use Only**

CCH Verification ☐ Approved ☐ Disapproved ☐ Failure to Disclose \_\_\_\_\_  
Internal Affairs' Signature Date

CCH Verification ☐ Approved ☐ Disapproved \_\_\_\_\_  
Administrators' Signature Date

**Salary & Contract Information**

☐ 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 \_\_\_\_\_

\* \_\_\_\_\_ minimum (experience not required) or \* \_\_\_\_\_ percentage from mid-point

Recommended for board approval: \_\_\_\_\_  
Date Coordinator's Signature Date

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

Revised: 7/2018