

La Joya Independent School District  
Office of Human Resources  
Staff Recommendation Form: Administrator/Non-Teaching Professionals/Classified

I recommend \_\_\_\_\_ App No \_\_\_\_\_  
for the position of \_\_\_\_\_ at \_\_\_\_\_ Campus/Dept.

Campus Administrator/Non-Teaching Professional

Campus Classified Personnel

Central Office Administrator/Non-Teaching Professionals

Central Office Classified Personnel

This is a/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. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

The following individuals served on the interview committee:

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

_____	_____	_____
Print Administrator's Name	Title	Signature

**Special Funded Positions:**

_____	_____	_____
Print Administrator's Name	Title	Signature

**Office of Human Resources**

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

**Salary and Contract Information**

Current Employee \_\_\_\_\_ Returning Employee \_\_\_\_\_ New Employee \_\_\_\_\_

Starting Date: \_\_\_\_\_ Term Contract Probationary Contract Letter of Assurance

No. of Days: \_\_\_\_\_ Daily Rate: \$ \_\_\_\_\_ Salary \$ \_\_\_\_\_ \*No. of Years: \_\_\_\_\_

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

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