
Recommendation of Employment Report

Unified School District 489, Hays, Kansas

Name of Recommended Candidate: _____

Telephone: _____ **Date of Recommendation:** _____

Position being filled: _____ **Place of Employment:** _____

This is a **Transfer**

This position is **New**

This Position is a **Replacement**

If Transfer, from which
Position & Location?

If New, has Position been
Approved by Superintendent? (Y/N)

If Replacement, provide Name
& Location of employee being replaced

Brief statement of reasons for selection and recommendation:

Approximate number of applicants for this position: _____

Names of those interviewed:

Interview Committee Chairperson: _____

Other committee members:

Add candidate to email groups:

Signature of appropriate supervisor: _____

(Superintendent, Assistant Superintendent, Principal, Director)

SALARY INFORMATION: (**Bolded** fields are required, Please check **Certified** or **Classified**)

_____ **Certified staff:** **Class** _____ **Step** _____ (Please ensure that **Transcripts** and **Verification of Experience Forms** are routed to Human Resources as soon as possible.)

_____ **Classified staff:** Hourly rate _____ **Coach/R10** _____ **Class** _____ **Step** _____ **Yrs Experience** _____

Beginning date of employment: _____ **Ending date:** _____

Number of days per year: _____ **Number of hours per day:** _____
F.T.E. _____ (if part-time, please indicate percentage or fraction)

Salary budget code : _____