

Candidate Recommendation Form

Position Title: (Include Subject if Teacher)		Recommended Candidate Name:	
Location/Building:		Recommended Start Date:	
Recommending Administrator Name:		Recommending Administrator Title:	
RATIONALE—REASON(S) CANDIDATE HAS BEEN SELECTED:			
INTERVIEW PANEL PARTICIPANTS		CANDIDATES INTERVIEWED BY PANEL AND NOT SELECTED	
Name	Affiliation/Title	Name	Date of Interview

Recommending Administrator Name

Administrator Title

Recommendation Date

For HR Only: Salary Offered \$ _____ Salary/Level _____



Candidate Reference Check

This form will need to be submitted with the completed candidate recommendation form. Please contact the applicant's most recent direct supervisor.

Candidate Name: _____

Date Completed: _____

Hiring Manager Completing Reference Check:

Supervisor's Name and Title:

1. What position and responsibilities did this person hold?

2. How well would you say this person responds to supervision?

Poor Fair Good Very Good Excellent

3. How would you rate this person's attendance?

Poor Fair Good Very Good Excellent

4. How would you rate this person's dependability?

Poor Fair Good Very Good Excellent

5. How would you rate this person's willingness to assume responsibility?

Poor Fair Good Very Good Excellent

6. How would you rate this person's ability to follow instructions?

Poor Fair Good Very Good Excellent

7. How would you rate this person's quality of work?

Poor Fair Good Very Good Excellent

8. What are this person's strengths? What are this person's areas of improvement?

9. If given the opportunity, would you re employ this person? Yes No

10. Would you like to add any additional comments?