

## Hobbs Municipal Schools Recommendation Form

Section I

POSITION ADVERTISED	OPENING/CLOSING DATE
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Section II

### Applicants Interviewed

NAME	INITIAL BELOW THAT THE APPLICANT FILE/REFERENCES HAVE BEEN CHECKED	REJECTION LETTER SENT <b>OR</b> REJECTION PHONE CALL MADE DATE	APPLICANT'S PHONE NUMBER

**Attach all interview forms and interview notes with this recommendation.**

**\*AP Teacher or Vertical Team** \_\_\_\_\_

**\*Increments: Coaching or Activity** \_\_\_\_\_

Section III

### Recommendation for hire to Human Resources Office

Applicant Being Recommended	Position/location	Person being replaced
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After reviewing the candidates' applications, references, and appropriate credentials, I hereby recommend the above individual as best qualified for the advertised position in my building. This recommendation is made after careful consideration of Board Policy, Board of Education goals, Civil Rights Regulations, reference checks, and applicable federal and state laws.

Principal/Administrator's Signature	School/Location	Date
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Section IV

### Human Resources Recommendation:

Assistant Superintendent for Human Resources Signature	Date