

BLOOMINGTON PUBLIC SCHOOLS  
Office of Human Resources

**EMPLOYMENT  
RECOMMENDATION**

To be completed by the supervisor and  
submitted to Human Resources

Position # \_\_\_\_\_ Position Title \_\_\_\_\_

Location: Building \_\_\_\_\_

Department/Area \_\_\_\_\_

Name of Recommended Candidate \_\_\_\_\_

Start Date \_\_\_\_\_ Budget Code \_\_\_\_\_

New Employment? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, transfer from \_\_\_\_\_

Have individual reference checks been completed? Yes \_\_\_\_\_ No \_\_\_\_\_

List Reference Checks 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Have all internal applicants been interviewed? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please comment: \_\_\_\_\_

\_\_\_\_\_

The following individuals participated in the review and selection process:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**APPROVALS:**

Dept/Bldg Administrator \_\_\_\_\_ Date \_\_\_\_\_

HR Approval \_\_\_\_\_ Date \_\_\_\_\_

Special Conditions \_\_\_\_\_

Salary Class \_\_\_\_\_ Step \_\_\_\_\_ Rate of Pay \_\_\_\_\_ Date of Employment \_\_\_\_\_