

SOUTH KITSAP SCHOOL DISTRICT

Form 19A

Recommendation for Hire Form

Position: _____ Position Location: _____ Hiring Administrator: _____

Posting Number: _____ Reason for Position: _____ Closing Date: _____

This form is required to be turned in with the interview materials to the Employment Services Specialist in the Human Resources Department.

As a recap, the position was posted using a Personnel Requisition Form 550A, sent from the hiring administrator to HR for authorization to post the position. HR closed this position at 4:00 p.m. on the designated closing date. The hiring administrator screened the applicants after the position closed and turned in/submitted a completed screening matrix and pre-hire checklist to the Employment Services Specialist in HR.

The hiring administrator worked with the Employment Services Specialist to ensure that proper procedures were followed and interviews were conducted.

After compiling all required interview materials and computing for the top scored applicant, the hiring administrator is now submitting this form, along with all other interview materials (i.e. Form 19A, reference checks, interview scoring matrix, interview questions and confidentiality form) to the Employment Services Specialist for HR processing and approval.

HR will review recommendation for hire. After approval by HR, the administrator will be contacted and notified of approval, via e-mail. Hire must be approved by HR before candidate is contacted.

Recommended Candidate: _____ Date: _____

Post Interview Instructions for Administrators:

- After receiving hiring approval from HR, notify the successful candidate and offer position.
- Please provide successful candidate with any pertinent information regarding position details (i.e.. where to report, work hours and who to report to on first day).
- Notify successful candidate to monitor their e-mail for welcome email from HR regarding necessary paperwork and fingerprinting process to be completed prior to start date.
- Do not indicate to any candidate that he/she is being recommended, suggested, etc. for the job before this approval has been given.
- Contact any unsuccessful candidates who were interviewed and inform them they were not selected at this time.

Please note failure to turn in a completed interview packet can cause delays on approval of hire.