

ADMINISTRATOR'S RECOMMENDATION FORM

DATE:

TO: Michael McLymore, Assistant Superintendent for Human Resources  
Sara Vann, Executive Director for Human Resources

FROM:

The information below MUST be filled out in its entirety

I/We Recommend & Location: \_\_\_\_\_

Recommendation may be contacted at

Reason for recommendation:

\_\_\_\_\_

\_\_\_\_\_

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To fill posting name:

Name of person being replaced  
(please indicate if this is a new created position)

Specific Position(Grade, etc.)

Preferred start date:

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Checklist items attached