



# New Hire Recommendation Form

After completing entire form for first choice recommendation, submit original and entire interview packet to Miranda Chew in the Human Resources Department.

06/03/2016

\_\_\_\_\_  
School / Location

\_\_\_\_\_  
Principal / Supervisor

\_\_\_\_\_  
First Choice Recommendation

\_\_\_\_\_  
Interview Date

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

Fourth Choice: \_\_\_\_\_

**Position:** \_\_\_\_\_  **One Year Only**

**FTE Status:**  0.4875  0.7375  0.875  0.50  1.0  other \_\_\_\_\_

**To Replace:** \_\_\_\_\_

**Desired Start Date:** \_\_\_\_\_

Screening Committee: \_\_\_\_\_

\_\_\_\_\_

Interview Committee: \_\_\_\_\_

\_\_\_\_\_

Approval: \_\_\_\_\_  
Principal / Supervisor Signature

\_\_\_\_\_  
Date

## **HR Office Use Only**

**Step and Lane Placement on Salary Schedule** \_\_\_\_\_

**HR Director Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Superintendent / BA Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**REFERENCE CHECKS**      **Employment References – required by 53A-6-401**

For an LEA applicant, request that the LEA applicant's **most recent qualifying position employer** disclose information regarding any employment action taken or discipline imposed for the physical or sexual abuse of a child or student by the LEA applicant.

Previous or Current Qualifying Position? Yes \_\_\_\_\_ No \_\_\_\_\_ (If no, skip reference boxes below)

**If yes, you must ask and answer the question in the box below of employment reference.**

**You must attempt at least 3 times to contact a reference and document your attempts.**

**ONLY use an Administrator, Supervisor, or Human Resources for employment references. For new graduates, University Supervisor and Cooperating Teacher for Student Teaching are also accepted.**

1. Employer: \_\_\_\_\_ Date(s) Called: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Supervisor Called: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Any employment action or discipline for physical abuse and/or sexual abuse?  Yes  No

NOTES: \_\_\_\_\_

2. Employer: \_\_\_\_\_ Date(s) Called: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Supervisor Called: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Any employment action or discipline for physical abuse and/or sexual abuse?  Yes  No

NOTES: \_\_\_\_\_

**Utah Code 53A-6-401 states the following:**

"Child" means an individual who is younger than 18 years old.

"Physical Abuse" means the same as that term as defined in Section 78A-6-105: abuse that results in physical injury to a child.

"Qualifying Position" means paid employment that requires the employee to directly care for, supervise, control, or have custody of a child.

"Sexual abuse" means that same as that term is defined in Section 78A-6-105:

- (a) An act or attempted act of sexual intercourse, sodomy, incest, or molestation directed towards a child; or
- (b) Engaging in any conduct with a child that would constitute an offense under any of the following, regardless of whether the person who engages in the conduct is actually charged with, or convicted of, the offense:
  - (i) Title 76, Chapter 5, Part 4, Sexual Offenses;
  - (ii) Child bigamy, Section 76-7-101.5;
  - (iii) Incest, Section 76-7-102;
  - (iv) Lewdness, Section 76-9-702;
  - (v) Sexual battery, Section 76-9-702.1;
  - (vi) Lewdness involving a child, Section 76-9-702.5; or
  - (vii) Voyeurism, Section 76-9-702.7

"Student" means an individual who:

- (i) Is enrolled in an LEA in any grade from preschool through grade 12; or
- (ii) Receives special education services from an LEA under the Individuals with Disabilities Education Act, 20 U.S.C. Sec. 1400 et seq.

**\*Continue with additional reference check questions on next page.**

**-At least one reference must be completed by a previous supervisor before recommendation  
for employment-**

Reference Name: \_\_\_\_\_ Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Reference Phone #: \_\_\_\_\_ Relation to Applicant: \_\_\_\_\_ **Supervisor** \_\_\_\_\_

**Colleague (Specify):** \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Position(s) Held: \_\_\_\_\_

# of Hours Per Week: \_\_\_\_\_ Reason for Separation: \_\_\_ Voluntary \_\_\_ Involuntary (Give Explanation):

**Please rank the candidate based on the following areas:**

Responds to supervision	Poor	Fair	Good	Very Good	Excellent	NA
Attendance	Poor	Fair	Good	Very Good	Excellent	NA
Dependability	Poor	Fair	Good	Very Good	Excellent	NA
Willingness to assume responsibility	Poor	Fair	Good	Very Good	Excellent	NA
Ability to follow instructions	Poor	Fair	Good	Very Good	Excellent	NA
Quality of work	Poor	Fair	Good	Very Good	Excellent	NA

1. Were there any disciplinary actions? Please explain.
2. What are the candidate's weak points and were there any performance issues? Please explain.
3. What are the candidate's strong points? On a scale of 1-10, with 10 being best, how would you rate him/her?
4. Describe how this candidate interacts with colleagues, students and parents?
5. If given the opportunity, would you re-employ this individual? \_\_\_Yes \_\_\_No
6. Any additional comments?