

Hutchinson USD 308 Recommendation for Employment*

1. Position for which interviews were conducted: _____

2. Names of persons involved in the interviewing of candidates:

3. Date(s) the interview(s) were conducted: _____

4. Number of persons interviewed for this position: _____

5. Name of person recommended for the position: _____

6. List a minimum of three references that were checked regarding the person who is being recommended for employment.

7. Brief summary of the recommendations received from those providing references.

Signature of Administrator

Date

*Attach this completed document to Form 248 and send to the appropriate HR office.