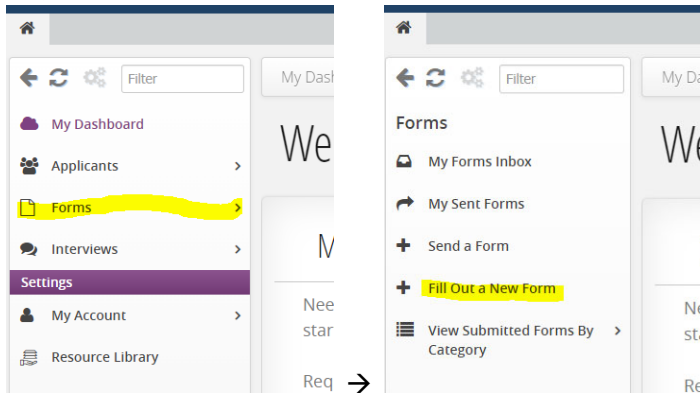


Step 1: Create a form



Step 2: Select the correct form

<input type="checkbox"/>	4-H: Hire Recommendation Form: INTERNAL Summer School Teacher - preview
<input type="checkbox"/>	4-I: Hire Recommendation Form: EXTERNAL Summer School Teacher - preview
<input type="checkbox"/>	4-J: Hire Recommendation Form: INTERNAL Summer School Paraeducator - preview
<input type="checkbox"/>	4-K: Hire Recommendation Form: EXTERNAL Summer School Paraeducator - preview
<input type="checkbox"/>	4-L: Hire Recommendation Form: INTERNAL Summer School Classified (non-para positions) - preview
<input type="checkbox"/>	4-M: Hire Recommendation Form: EXTERNAL Summer School Classified (non-para positions) - preview

Step 3: Add the job posting number and the applicant you would like to hire

Fill Out a New Form
Identify the applicants, postings, and users. A separate form instance will be generated for each context.
Form: [4-H: Hire Recommendation Form: INTERNAL Summer School Teacher](#) Context: [edit](#)

This form can be linked to other items. Required items are marked with an *.

* Select associated **job posting**

and

* Select associated **applicant**

Step 4: Fill out form, sign it, and submit

4-H: Hire Recommendation Form: INTERNAL Summer School Teacher

Organization: Everett Public Schools Applicant: [Linnea Mulvaney](#)
Assigned To: User - skirkpatrick Job ID: 4684 - Summer Academy - Art Teacher- ...
[Show History](#)

[Please answer the questions below.](#)

Certificated New Hire Recommendation Form For: Linnea Mulvaney 4684 Summer Academy - Art Teacher- High School (Cascade HS) Summer School - See Additional Information

* FTE

[Building Discussion](#)

Have you had a building discussion with Linnea Mulvaney?

* Discussion date:

* Desired Start Date

Reasons for Recommendation

* Hiring Administrator Signature [Click to Digitally Sign](#)

[Save as Draft](#) [Submit Form](#)